Business Requirements - Accounting & Finance

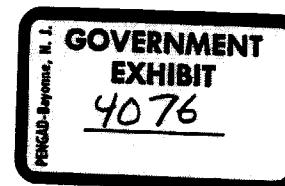| Acct/Finance Functions:	# of Business Requirements:	In Scope or Out of Scope for Phase 1?
101 Accounts Payable	326	In scope
102 Accounts Receivable	107	In scope
103 Budgeting	24	In scope
104 Cash Tracking	23	Out of scope
105 Commissions	0	In scope
106 Consolidation	31	In scope
107 Cost Accounting	16	In scope
108 Expense Reporting	1	In scope
109 Financial Planning	12	In scope
110 Financial Reporting	65	In scope
111 Fixed Assets	91	In scope
112 Forecasting	34	In scope
113 General Ledger	143	In scope
114 Handset Inventory	12	Out of scope
115 Journal Entry	91	In scope
116 Project Accounting	61	In scope
117 Revenue Management	0	In scope
118 T&E Processing	15	Out of scope
119 Asset Management	186	In scope
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ID	Function	Sub-Function	Requirement
101.01.001	Accounts Payable	Vendor Account Setup	Ability to define an effective approval process for Suppliers in a distributed, shared environment.
101.01.002	Accounts Payable	Vendor Account Setup	Ability to re-activate inactive Suppliers.
101.01.003	Accounts Payable	Vendor Account Setup	Ability to automatically number suppliers
101.01.004	Accounts Payable	Vendor Account Setup	Ability to archive Suppliers and Invoices after a specified period of inactivity.
101.01.005	Accounts Payable	Vendor Account Setup	Ability to view Supplier notes like contact/ history.
101.01.006	Accounts Payable	Vendor Account Setup	Ability to identify employee Suppliers and Legal Suppliers.
101.01.007	Accounts Payable	Vendor Account Setup	Ability to setup one-time Suppliers where status changes to inactive.
101.01.008	Accounts Payable	Vendor Account Setup	Ability to assign multiple addresses to a Supplier (ordering, invoicing, remitting, returning).
101.01.009	Accounts Payable	Vendor Account Setup	Ability to identify W-9 TIN for Suppliers and social security number for employees.
101.01.010	Accounts Payable	Vendor Account Setup	Ability to set Suppliers up to require sales/use tax.
101.01.011	Accounts Payable	Vendor Account Setup	Ability to classify Supplier Types I.e. Fuel, Employee, etc.
101.01.012	Accounts Payable	Vendor Account Setup	Ability to define Supplier account # on Supplier setup screen.
101.01.013	Accounts Payable	Vendor Account Setup	Ability to maintain frequently used payment terms on Supplier record
101.01.014	Accounts Payable	Vendor Account Setup	Ability to define Parent/Subsidiary relationships within Supplier record.
101.01.015	Accounts Payable	Vendor Account Setup	Ability to define Supplier as specific type of 1099 (i.e. Rent, medical, commission).
101.01.016	Accounts Payable	Vendor Account Setup	Ability to assign method of payment to Suppliers (I.e.check, foreign draft, electronic funds transfer(EFT))
101.01.017	Accounts Payable	Vendor Account Setup	Ability to group Suppliers for payment purposes
101.01.018	Accounts Payable	Vendor Account Setup	Ability to identify which Suppliers should be set up as 1099 Suppliers.
101.01.019	Accounts Payable	Vendor Account Setup	Ability to identify Suppliers and / or Invoices where tax is to be accrued.
101.01.020	Accounts Payable	Vendor Account Setup	Ability to inactivate suppliers
101.01.021	Accounts Payable	Vendor Account Setup	Ability to change Supplier attributes.
101.01.022	Accounts Payable	Vendor Account Setup	Ability for Suppliers to perform their own basic inquiries online (I.e., self-service)
101.01.023	Accounts Payable	Vendor Account Setup	Ability to perform online approval of Invoices.
101.01.024	Accounts Payable	Vendor Account Setup	Ability to delete invoices.
101.01.025	Accounts Payable	Vendor Account Setup	Ability to generate Garnishment payment through AP.
101.01.026	Accounts Payable	Vendor Account Setup	Automatic intercompany interface for journal entries.
101.01.027	Accounts Payable	Vendor Account Setup	Ability to process customer refunds via an automated feed.
101.01.028	Accounts Payable	Vendor Account Setup	Create a new vendor
101.01.029	Accounts Payable	Vendor Account Setup	Create a new vendor at time of invoice
101.01.030	Accounts Payable	Vendor Account Setup	Create a new alternate remit-to location for a vendor
101.01.031	Accounts Payable	Vendor Account Setup	Create a one-time vendor
101.01.032	Accounts Payable	Vendor Account Setup	Separate vendors into different functional groups (employees, 1099, etc)
101.01.033	Accounts Payable	Vendor Account Setup	Create an employee record
101.01.034	Accounts Payable	Vendor Account Setup	Use the same vendor across multiple AP companies
101.01.035	Accounts Payable	Vendor Account Setup	Create a distinct vendor (actually same vendor) for each AP company
101.01.036	Accounts Payable	Vendor Account Setup	Approve new vendors before they are used in the system.
101.01.037	Accounts Payable	Vendor Account Setup	A vendor changes their name; change name of vendor and retain history
101.01.038	Accounts Payable	Vendor Account Setup	A vendor changes their 1099 status
101.01.039	Accounts Payable	Vendor Account Setup	Vendor changes address
101.01.040	Accounts Payable	Vendor Account Setup	Vendor goes out of business
101.01.041	Accounts Payable	Vendor Account Setup	Inactivate the use of the vendor permanently, keeping history
101.01.042	Accounts Payable	Vendor Account Setup	Delete a vendor without history
101.01.043	Accounts Payable	Vendor Account Setup	Delete a vendor with history
101.01.044	Accounts Payable	Vendor Account Setup	Re-activate vendor if necessary
101.02.001	Accounts Payable	Transaction Processing	Support invoice vouchering

ID	Function	Sub-Function	Requirement
101.02.002	Accounts Payable	Transaction Processing	Ability to make adjustments to Invoices/Payments after period is closed.
101.02.003	Accounts Payable	Transaction Processing	Auto calculate sales and use tax, including lookup of tax rate.
101.02.004	Accounts Payable	Transaction Processing	Ability to identify potential duplicate invoices
101.02.005	Accounts Payable	Transaction Processing	Ability to process an invoice for immediate payment
101.02.006	Accounts Payable	Transaction Processing	Ability to prorate freight and other miscellaneous charges across invoice lines
101.02.007	Accounts Payable	Transaction Processing	Capitalized accounts require approval code
101.02.008	Accounts Payable	Transaction Processing	Enter invoices in more than one location.
101.02.009	Accounts Payable	Transaction Processing	Ability to process invoices at a centralized location.
101.02.010	Accounts Payable	Transaction Processing	Ability to enter invoices as pre-approved.
101.02.011	Accounts Payable	Transaction Processing	Ability to use models for account/cost center distributions on invoice lines.
101.02.012	Accounts Payable	Transaction Processing	Ability to cancel invoices.
101.02.013	Accounts Payable	Transaction Processing	Ability to record discount on invoice transaction, regardless of payment
101.02.014	Accounts Payable	Transaction Processing	Ability to place invoices on hold, suspend, force payment, or separate the invoice into its own payment.
101.02.015	Accounts Payable	Transaction Processing	Ability to have credit memos and to match them to open invoices.
101.02.016	Accounts Payable	Transaction Processing	The ability to schedule multiple / split payments at different dates for a single invoice.
101.02.017	Accounts Payable	Transaction Processing	Ability to have remittance advice at the line level.
101.02.018	Accounts Payable	Transaction Processing	Ability to override payment consolidation on special handling checks.
101.02.019	Accounts Payable	Transaction Processing	Ability to enter invoices tied to PO's and invoices not tied to PO's.
101.02.020	Accounts Payable	Transaction Processing	Ability to create recurring Invoice for utilities, leases, etc.
101.02.021	Accounts Payable	Transaction Processing	Ability to enter an invoice for a given supplier, but indicate a different supplier to remit payment to (i.e., factoring)
101.02.022	Accounts Payable	Transaction Processing	Ability to specify which invoice lines are 1099 applicable.
101.02.023	Accounts Payable	Transaction Processing	Ability to reject individual invoices from a control group when loaded through interfaces.
101.02.024	Accounts Payable	Transaction Processing	Ability to use account/cost center validation.
101.02.025	Accounts Payable	Transaction Processing	Ability to provide and require unpost justification comments on Invoice when being unposted.
101.02.026	Accounts Payable	Transaction Processing	Ability to import invoice lines using EDI 810
101.02.027	Accounts Payable	Transaction Processing	Ability to inquire on Invoice batches.
101.02.028	Accounts Payable	Transaction Processing	Ability to track Federal, State and Local taxes by taxing jurisdiction.
101.02.029	Accounts Payable	Transaction Processing	Ability to capture Quantity, Unit of Measure, and Taxes paid.
101.02.030	Accounts Payable	Transaction Processing	Ability to access payment information by keys other than time intervals.
101.02.031	Accounts Payable	Transaction Processing	Ability to inquire / report on Invoices on hold.
101.02.032	Accounts Payable	Transaction Processing	Ability to enter invoices paid outside of application
101.02.033	Accounts Payable	Transaction Processing	Ability to enter control groups (Batches).
101.02.034	Accounts Payable	Transaction Processing	Ability to have multiple control groups active at same time.
101.02.035	Accounts Payable	Transaction Processing	Ability to pay multiple invoices with a single check.
101.02.036	Accounts Payable	Transaction Processing	Ability to hold posting of groups/batches even after verification.
101.02.037	Accounts Payable	Transaction Processing	Ability to track and report 1099 Supplier as Self Employed, Partnerships, etc.
101.02.038	Accounts Payable	Transaction Processing	Ability to inquire on invoices by multiple criteria including invoice number, vendor, invoice date, PO number.
101.02.039	Accounts Payable	Transaction Processing	Permit invoice entry for multiple accounting periods concurrently.
101.02.040	Accounts Payable	Transaction Processing	Ability to enter multiple invoices against open PO's.
101.02.041	Accounts Payable	Transaction Processing	Ability to utilize both two and three way matching.
101.02.042	Accounts Payable	Transaction Processing	Ability to specify criteria for Matching.
101.02.043	Accounts Payable	Transaction Processing	Ability to define tolerances for Matching.
101.02.044	Accounts Payable	Transaction Processing	Ability to view invoices with matching exceptions and make comments to buyers regarding invoice
101.02.045	Accounts Payable	Transaction Processing	Ability to view a list of matched invoices.
101.02.046	Accounts Payable	Transaction Processing	Ability to reprocess an invoice once Purchasing dept has resolved match exceptions.

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101.02.047	Accounts Payable	Transaction Processing	Ability to match purchase orders lines to invoices completely, partially or both.
101.02.048	Accounts Payable	Transaction Processing	Ability to automatically populate matched invoice distribution with account code from purchase order.
101.02.049	Accounts Payable	Transaction Processing	Ability to pay multiple purchase orders with a single invoice.
101.02.050	Accounts Payable	Transaction Processing	Ability to assign work order # from a purchase order to the invoice.
101.02.051	Accounts Payable	Transaction Processing	Ability to automatically match invoice and receipt information within defined parameters/tolerance
101.02.052	Accounts Payable	Transaction Processing	Ability to assign project level information to an invoice from the purchase order.
101.02.053	Accounts Payable	Transaction Processing	Ability to override payment terms at invoice entry.
101.02.054	Accounts Payable	Transaction Processing	Ability to establish unit price matching tolerances
101.02.055	Accounts Payable	Transaction Processing	Ability to set item quantity matching tolerances
101.02.056	Accounts Payable	Transaction Processing	Automatically create invoice line level detail based on purchase order match
101.02.057	Accounts Payable	Transaction Processing	Identify invoices that are on a matching hold
101.02.058	Accounts Payable	Transaction Processing	Ability to override matching holds
101.02.059	Accounts Payable	Transaction Processing	Ability to restrict who can release a matching hold.
101.02.060	Accounts Payable	Transaction Processing	Ability to edit GL coding from PO/Invoice matching process.
101.02.061	Accounts Payable	Transaction Processing	Invoice Accruals must occur on a central set of books, with an intercompany transaction.
101.02.062	Accounts Payable	Transaction Processing	Ability to modify information for Invoices created through Recurring Invoice Contract.
101.02.063	Accounts Payable	Transaction Processing	Create payment batches to pay Approved invoices
101.02.064	Accounts Payable	Transaction Processing	Determine which invoices to include in the batch based on the Invoice due dates
101.02.065	Accounts Payable	Transaction Processing	Create payment batches based on specific Payment groups
101.02.066	Accounts Payable	Transaction Processing	Maintain the ability to add specific payments to payment batches based on Payment instruction
101.02.067	Accounts Payable	Transaction Processing	Maintain the ability to include Advance payment requests into the payment bat ch.
101.02.068	Accounts Payable	Transaction Processing	Maintain the ability to select invoices for payment based on a Pay forward date
101.02.069	Accounts Payable	Transaction Processing	Maintain the ability to verify invoices selected for payment by generating a payment list,
101.02.070	Accounts Payable	Transaction Processing	Approve or reject the payment list
101.02.071	Accounts Payable	Transaction Processing	Maintain the ability to update the invoices selected for payment based on the rejected payment list.
101.02.072	Accounts Payable	Transaction Processing	Close current AP period once transactions have been completed.
101.02.073	Accounts Payable	Transaction Processing	Open future AP period(s) to begin transacting.
101.02.074	Accounts Payable	Transaction Processing	Create Payment groups by which suppliers can be categorised for payments processing.
101.02.075	Accounts Payable	Transaction Processing	Create Payment terms to determine when invoices must be paid.
101.02.076	Accounts Payable	Transaction Processing	Create a Payment Calendar to schedule payments of invoices.
101.02.077	Accounts Payable	Transaction Processing	Create tax types and associated rates to be applied to invoices.
101.02.078	Accounts Payable	Transaction Processing	Create Tax groups to assign multiple tax types to invoices (used for withholding tax for contractors).
101.02.079	Accounts Payable	Transaction Processing	Create payment Hold reasons that can be applied to invoices
101.02.080	Accounts Payable	Transaction Processing	Create Bank accounts to record from where payments are being made.
101.02.081	Accounts Payable	Transaction Processing	Check name and address of supplier against the suppliers listing to verify that they have been set up in the system.
101.02.082	Accounts Payable	Transaction Processing	Check name and address of COMPANY nominated on invoice to ensure entry into correct legal entity.
101.02.083	Accounts Payable	Transaction Processing	Verify that the supplier's bank account number appears on the invoice, for remittance purposes.
101.02.084	Accounts Payable	Transaction Processing	Check that the invoice contains the description of items involved and the total amount
101.02.085	Accounts Payable	Transaction Processing	Approve the invoice when a successful 3-way match exists.
101.02.086	Accounts Payable	Transaction Processing	Approve the invoice when a successful 2-way match exists.
101.02.087	Accounts Payable	Transaction Processing	Hold the invoice when no associated purchase order exists
101.02.088	Accounts Payable	Transaction Processing	Hold the invoice when the Price or Quantity difference is beyond limits
101.02.089	Accounts Payable	Transaction Processing	Hold the invoice when no supplier contract exists
101.02.090	Accounts Payable	Transaction Processing	Place invoice on holds based on matching requirements, supplier hold requirements, and/or distribution variances.
101.02.091	Accounts Payable	Transaction Processing	Place prepayments on hold automatically to require a separate approval.

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ID	Function	Sub-Function	Requirement
101.02.092	Accounts Payable	Transaction Processing	Maintain the ability to release self-applied invoice holds by decision, and system applied invoice holds by correction.
101.02.093	Accounts Payable	Transaction Processing	Maintain the ability to Release prepayment holds by decision
101.02.094	Accounts Payable	Transaction Processing	Approve invoices for payment as appropriate.
101.02.095	Accounts Payable	Transaction Processing	Re-approve invoices for payment as necessary.
101.02.096	Accounts Payable	Transaction Processing	Ability to create an individual check run for each individual company
101.02.097	Accounts Payable	Transaction Processing	Ability to create a single check run across multiple companies
101.02.098	Accounts Payable	Transaction Processing	Process individual vendor checks per each vendor invoice
101.02.099	Accounts Payable	Transaction Processing	Process a single vendor check for multiple invoices
101.02.100	Accounts Payable	Transaction Processing	Support invoice authorization (individual or batch)
101.02.101	Accounts Payable	Transaction Processing	Process manually entered invoices
101.02.102	Accounts Payable	Transaction Processing	Support processing of a large number of invoices per week
101.02.103	Accounts Payable	Transaction Processing	Enter an invoice that does not have a PO
101.02.104	Accounts Payable	Transaction Processing	Enter an invoice that has a PO
101.02.105	Accounts Payable	Transaction Processing	Enter an invoice for a recurring payment (same amount each month)
101.02.106	Accounts Payable	Transaction Processing	Enter an invoice for a recurring payment that changes throughout the year.
101.02.107	Accounts Payable	Transaction Processing	Ability to split an invoice into multiple payments
101.02.108	Accounts Payable	Transaction Processing	Enter a PO invoice for received items with add-on costs
101.02.109	Accounts Payable	Transaction Processing	Enter a PO invoice for add-on costs only (i.e. freight invoice received after invoice for items has been paid).
101.02.110	Accounts Payable	Transaction Processing	Enter a PO invoice for add-on costs when invoiced add-on costs are greater than PO invoice costs.
101.02.111	Accounts Payable	Transaction Processing	Enter a non-PO invoice and include Asset Management information
101.02.112	Accounts Payable	Transaction Processing	Enter a PO invoice and include Asset Management information.
101.02.113	Accounts Payable	Transaction Processing	Enter a non-PO invoice and include Project Accounting information
101.02.114	Accounts Payable	Transaction Processing	Enter a PO invoice and include Project Accounting information.
101.02.115	Accounts Payable	Transaction Processing	Enter an invoice with a discount
101.02.116	Accounts Payable	Transaction Processing	Support 1099 processing at the vendor and invoice level
101.02.117	Accounts Payable	Transaction Processing	Enter an invoice for a 1099 vendor where only some of the distribution lines need to be reportable income
101.02.118	Accounts Payable	Transaction Processing	Enter a PO invoice for goods not yet received
101.02.119	Accounts Payable	Transaction Processing	Enter a PO invoice with only some goods received
101.02.120	Accounts Payable	Transaction Processing	Enter an invoice that references multiple POs
101.02.121	Accounts Payable	Transaction Processing	Enter multiple PO invoices and match them against one PO
101.02.122	Accounts Payable	Transaction Processing	Enter a PO invoice with a cost variance
101.02.123	Accounts Payable	Transaction Processing	Enter a PO invoice with accrued tax
101.02.124	Accounts Payable	Transaction Processing	Enter a non-PO invoice with accrued tax
101.02.125	Accounts Payable	Transaction Processing	Enter an invoice with use tax
101.02.126	Accounts Payable	Transaction Processing	Enter an invoice (PO or non-PO) for a credit
101.02.127	Accounts Payable	Transaction Processing	Enter an invoice for a vendor return
101.02.128	Accounts Payable	Transaction Processing	Enter an invoice without an invoice number
101.02.129	Accounts Payable	Transaction Processing	Enter an invoice and put it on hold until it has had proper approvals
101.02.130	Accounts Payable	Transaction Processing	Prepaid Expense Invoice – an Invoice whose Expense should be evenly distributed over the course of the year
101.02.131	Accounts Payable	Transaction Processing	Release invoices for payment
101.02.132	Accounts Payable	Transaction Processing	Temporarily defer payment for invoiced goods that are not fully received
101.02.133	Accounts Payable	Transaction Processing	Match invoice line items to the purchase order
101.02.134	Accounts Payable	Transaction Processing	View amount paid, amount ordered and amount received
101.02.135	Accounts Payable	Transaction Processing	Ability to change the line item descriptions on the invoice that come from the PO
101.02.136	Accounts Payable	Transaction Processing	Add miscellaneous distributions and apply to project

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101.02.137	Accounts Payable	Transaction Processing	Hold check processing until invoiced goods are received if the PO is marked to receive
101.02.138	Accounts Payable	Transaction Processing	Set a tolerance for unit cost
101.02.139	Accounts Payable	Transaction Processing	Set a tolerance for amount received
101.02.140	Accounts Payable	Transaction Processing	Apply tax to invoice with no tax on purchase order
101.02.141	Accounts Payable	Transaction Processing	Apply tax to line with no tax on purchase order
101.02.142	Accounts Payable	Transaction Processing	Apply different tax to invoice than estimated on purchase order
101.02.143	Accounts Payable	Transaction Processing	Apply different tax to line than estimated on purchase order
101.02.144	Accounts Payable	Transaction Processing	Apply no tax to an invoice with tax on a purchase order
101.02.145	Accounts Payable	Transaction Processing	Accrue tax that vendor does not invoice for entire invoice
101.02.146	Accounts Payable	Transaction Processing	Accrue tax that vendor does not invoice for line item
101.02.147	Accounts Payable	Transaction Processing	Override PO to apply freight to invoices
101.02.148	Accounts Payable	Transaction Processing	Create an asset by passing the asset amount, the item, relevant dates, and other information to Asset Management
101.02.149	Accounts Payable	Transaction Processing	Enter an invoice for a repair
101.02.150	Accounts Payable	Transaction Processing	Cancel a released invoice
101.02.151	Accounts Payable	Transaction Processing	Cancel an Invoice after Posting to GL
101.02.152	Accounts Payable	Transaction Processing	Adjustment to a released invoice for a field that cannot be changed (ex. Company number)
101.02.153	Accounts Payable	Transaction Processing	Adjustment to a field that cannot be changed on an invoice that has already been paid
101.02.154	Accounts Payable	Transaction Processing	A distribution adjustment to a posted invoice (i.e., change Project or accounting unit)
101.02.155	Accounts Payable	Transaction Processing	Ability to audit invoice adjustments
101.02.156	Accounts Payable	Transaction Processing	Maintain Invoice Holds
101.02.157	Accounts Payable	Transaction Processing	Process an employee advance request
101.02.158	Accounts Payable	Transaction Processing	Process an employee advance by using an invoice credit memo
101.02.159	Accounts Payable	Transaction Processing	Process an expense report
101.02.160	Accounts Payable	Transaction Processing	Receive an expense report with company-paid expenses
101.02.161	Accounts Payable	Transaction Processing	Enter an employee's expense report
101.02.162	Accounts Payable	Transaction Processing	Enter employee expenses when advance is > than expenses, and employee must refund the balance of the advance
101.02.163	Accounts Payable	Transaction Processing	Ability to net advances and expenses for an employee
101.02.164	Accounts Payable	Transaction Processing	Categorize business expenses in a manner that they can be easily determined at year-end (business meals., etc)
101.02.165	Accounts Payable	Transaction Processing	Create an expense report by using a basic invoice
101.02.166	Accounts Payable	Transaction Processing	Process a Vendor's invoice with partial income from services and partial income from retail sales
101.02.167	Accounts Payable	Transaction Processing	Process 1099 Tax Forms
101.02.168	Accounts Payable	Transaction Processing	Print all checks
101.02.169	Accounts Payable	Transaction Processing	Select invoices that are to be paid
101.02.170	Accounts Payable	Transaction Processing	Temporarily defer payment for invoices in dispute
101.02.171	Accounts Payable	Transaction Processing	Permanently defer payment for invoices in dispute
101.02.172	Accounts Payable	Transaction Processing	Ability to decide if discounts will be taken based on terms
101.03.001	Accounts Payable	Payment Posting	Ability to automatically post Accounts Payable activity to General Ledger.
101.03.002	Accounts Payable	Payment Posting	Ability to post Accounts Payable activity to GL in detail or summary.
101.03.003	Accounts Payable	Payment Posting	Ability to print alternate Payee name on checks.
101.03.004	Accounts Payable	Payment Posting	Utilize EFT remittance advice form in application
101.03.005	Accounts Payable	Payment Posting	Ability to use "positive pay" control for payments.
101.03.006	Accounts Payable	Payment Posting	Ability to select payment entities to be included in pay cycle.
101.03.007	Accounts Payable	Payment Posting	Ability to include/exclude specific invoices for pay cycle.
101.03.008	Accounts Payable	Payment Posting	Ability to define payment selection date, payment date, next payment date.
101.03.009	Accounts Payable	Payment Posting	Ability to print in-house checks within AP department.

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101.03.010	Accounts Payable	Payment Posting	Utilize a signature cartridge or signature bitmap on a secured drive.
101.03.011	Accounts Payable	Payment Posting	Limit access to check printer / check stock.
101.03.012	Accounts Payable	Payment Posting	Utilize check form in application.
101.03.013	Accounts Payable	Payment Posting	Ability to define check sequence by bank.
101.03.014	Accounts Payable	Payment Posting	Ability to produce copy of check.
101.03.015	Accounts Payable	Payment Posting	Ability to identifying high-dollar checks.
101.03.016	Accounts Payable	Payment Posting	Ability to void payments / cancel payments.
101.03.017	Accounts Payable	Payment Posting	Ability to record and release a stopped payment.
101.03.018	Accounts Payable	Payment Posting	Ability to modify payment amounts before checks are printed.
101.03.019	Accounts Payable	Payment Posting	Ability to track payments by supplier number.
101.03.020	Accounts Payable	Payment Posting	Ability to indicate beginning check number for a check run.
101.03.021	Accounts Payable	Payment Posting	Ability to generate a check for a single invoice and not combine other invoices that are paid for that supplier on the same check run.
101.03.022	Accounts Payable	Payment Posting	Ability to generate immediate single payments
101.03.023	Accounts Payable	Payment Posting	Ability to handle check overflow remittances.
101.03.024	Accounts Payable	Payment Posting	Ability to print checks from a central location
101.03.025	Accounts Payable	Payment Posting	Ability to print checks using a laser printer
101.03.026	Accounts Payable	Payment Posting	Ability to have special payment handling codes.
101.03.027	Accounts Payable	Payment Posting	Ability to reconcile bank statements within application
101.03.028	Accounts Payable	Payment Posting	Logical consolidation of payments to one supplier; the ability to indicate/control which invoices get combined into a single payment, and which remain separate.
101.03.029	Accounts Payable	Payment Posting	Ability for system to decide whether to take discounts based on established policy and cost-of-capital.
101.03.030	Accounts Payable	Payment Posting	Ability of system to record discount at time of payment
101.03.031	Accounts Payable	Payment Posting	Ability to have centralized bank reconciliation.
101.03.032	Accounts Payable	Payment Posting	The ability to run pay cycles by handling code.
101.03.033	Accounts Payable	Payment Posting	Ability to pay percentage or fixed amount to a third party.
101.03.034	Accounts Payable	Payment Posting	Ability for districts to have manual checks.
101.03.035	Accounts Payable	Payment Posting	Standardize invoice coding and data entry procedures
101.03.036	Accounts Payable	Payment Posting	On-line access to payment history.
101.03.037	Accounts Payable	Payment Posting	Uniformity and consistency of data input.
101.03.038	Accounts Payable	Payment Posting	Ability to have more than one remit line on check printing.
101.03.039	Accounts Payable	Payment Posting	Develop strong Procedures for Voiding / stop payment of checks.
101.03.040	Accounts Payable	Payment Posting	Ability to record manual checks and wire transfers.
101.03.041	Accounts Payable	Payment Posting	Ability to maintain X years of voucher history in legacy systems and in PS going forward.
101.03.042	Accounts Payable	Payment Posting	Ability to identify which line items from a 1099 supplier are 1099 exempt.
101.03.043	Accounts Payable	Payment Posting	Generate mailing labels and form letters from vendor file.
101.03.044	Accounts Payable	Payment Posting	Ability to add remittance advice to a vendor that will print on all checks.
101.03.045	Accounts Payable	Payment Posting	Create electronic payment files
101.03.046	Accounts Payable	Payment Posting	Identify restricted cash component of an account balance.
101.03.047	Accounts Payable	Payment Posting	Create automated payment orders (for cheque printing)
101.03.048	Accounts Payable	Payment Posting	One-time payments (e.g. buying goods on the Internet, using a company credit card)
101.03.049	Accounts Payable	Payment Posting	Maintain the ability to write manual cheques, and capture that information in the AP system.
101.03.050	Accounts Payable	Payment Posting	Maintain the ability to Pay supplier from petty cash and capture that information in the system.
101.03.051	Accounts Payable	Payment Posting	Create manual payment orders
101.03.052	Accounts Payable	Payment Posting	Maintain the ability to create enter one-off payments into the system.

ID	Function	Sub-Function	Requirement
101.03.053	Accounts Payable	Payment Posting	Maintain the ability to create EFT files.
101.03.054	Accounts Payable	Payment Posting	Maintain the ability to create other electronic banking payment files
101.03.055	Accounts Payable	Payment Posting	Maintain the ability to create payments on Credit/debit/account card.
101.03.056	Accounts Payable	Payment Posting	Disbursing funds through electronic banking packages.
101.03.057	Accounts Payable	Payment Posting	Maintain the ability to create enter one-off payments into the system.
101.03.058	Accounts Payable	Payment Posting	Accurately record the exchange rate charged by the bank for foreign wire transfers.
101.03.059	Accounts Payable	Payment Posting	Print cheques utilising a standard design cheque format.
101.03.060	Accounts Payable	Payment Posting	Print cheques utilising pre-assigned automatic numbering for cheques.
101.03.061	Accounts Payable	Payment Posting	Print cheques on pre-formatted cheque stationary (or print the cheque format via a laser printer?).
101.03.062	Accounts Payable	Payment Posting	Send cheques and remittance slips to suppliers
101.03.063	Accounts Payable	Payment Posting	Print remittances based on pre-defined design
101.03.064	Accounts Payable	Payment Posting	Write manual remittances for manual payments.
101.03.065	Accounts Payable	Payment Posting	Create electronic remittances.
101.03.066	Accounts Payable	Payment Posting	Mark paid invoices as paid
101.03.067	Accounts Payable	Payment Posting	Write the payment reference (cheque number, electronic payment number) back to the invoice.
101.03.068	Accounts Payable	Payment Posting	Print checks by due date
101.03.069	Accounts Payable	Payment Posting	Print checks for a specific vendor class
101.03.070	Accounts Payable	Payment Posting	Reprint checks damaged in check printer
101.03.071	Accounts Payable	Payment Posting	Print a "quick check", a single check produced outside of standard check run
101.03.072	Accounts Payable	Payment Posting	Print one check to pay multiple invoices for a single vendor
101.03.073	Accounts Payable	Payment Posting	Put an invoice payment on hold and do not pay check
101.03.074	Accounts Payable	Payment Posting	Print one check per invoice for a vendor
101.03.075	Accounts Payable	Payment Posting	Print one check per invoice for a vendor in same check run as other vendors
101.03.076	Accounts Payable	Payment Posting	Generate two signatures needed for checks over a certain amount
101.03.077	Accounts Payable	Payment Posting	Separate check run for employee expenses
101.03.078	Accounts Payable	Payment Posting	Track time and expenses incurred in states other than the employee's home state
101.03.079	Accounts Payable	Payment Posting	Cut a check for an employee advance
101.03.080	Accounts Payable	Payment Posting	Void a check and cancel related invoice
101.03.081	Accounts Payable	Payment Posting	Reinstate a voided check
101.04.001	Accounts Payable	Reporting & Auditing	Ability to audit Accounts Payable data.
101.04.002	Accounts Payable	Reporting & Auditing	GL - AP Detail / Summary with drill down capabilities.
101.04.003	Accounts Payable	Reporting & Auditing	Vendor history Inquiry / Report.
101.04.004	Accounts Payable	Reporting & Auditing	Vendor reports by terms, volume etc.
101.04.005	Accounts Payable	Reporting & Auditing	Easy Ad-Hoc reporting capability.
101.04.006	Accounts Payable	Reporting & Auditing	Trial Check Register Sorted by amount.
101.04.007	Accounts Payable	Reporting & Auditing	Security / control issues on reporting.
101.04.008	Accounts Payable	Reporting & Auditing	Ability to run 1099 reports centrally.
101.04.009	Accounts Payable	Reporting & Auditing	Ability to report on Aged and Open Liabilities in AP at the BU and Vendor levels
101.04.010	Accounts Payable	Reporting & Auditing	The ability for a supervisor to view all vouchers entered during an accounting period, grouped by operator.
101.04.011	Accounts Payable	Reporting & Auditing	Report on details of Pending Recurring vouchers for Period.
101.04.012	Accounts Payable	Reporting & Auditing	Invoice Approval Report and General Pay Cycle Information.
101.04.013	Accounts Payable	Reporting & Auditing	Ability to have images of invoices available at all locations.
101.04.014	Accounts Payable	Reporting & Auditing	Simple/Flexible AP Closing Process.
101.04.015	Accounts Payable	Reporting & Auditing	Identify each transaction, including details, and trace it to/from the general ledger
101.04.016	Accounts Payable	Reporting & Auditing	Subsidiary accounts as well as general ledger accounts to be updated from the same source

ID	Function	Sub-Function	Requirement
101.04.017	Accounts Payable	Reporting & Auditing	Match payments booked in Accounts Payable to the payments appearing in the Bank Statement(s).
101.04.018	Accounts Payable	Reporting & Auditing	Generate list of unmatched payments
101.04.019	Accounts Payable	Reporting & Auditing	Resolve unmatched payments
101.04.020	Accounts Payable	Reporting & Auditing	Maintain the ability to reverse/void payments in the system.
101.04.021	Accounts Payable	Reporting & Auditing	Post payment information to GL
101.04.022	Accounts Payable	Reporting & Auditing	Invoice Status Inquiry
101.04.023	Accounts Payable	Reporting & Auditing	Expense Status Inquiry
101.04.024	Accounts Payable	Reporting & Auditing	Supplier balance inquiry
101.04.025	Accounts Payable	Reporting & Auditing	Invoice ageing report needs to have the following columns: Current (0-30 days), Overdue (31-60), 61-90, >90 days.
101.04.026	Accounts Payable	Reporting & Auditing	Age invoices by both invoice date and GL date.
101.04.027	Accounts Payable	Reporting & Auditing	AP Vendor Payment Analysis
101.04.028	Accounts Payable	Reporting & Auditing	Preliminary Payment Register Final Payment Register
101.04.029	Accounts Payable	Reporting & Auditing	Report on suppliers with total payments at or exceeding their DUNS Limit amount.

ID	Function	Sub-Function	Requirement
102.01.001	Accounts Receivable	Account Creation/Close	Capability to allow parents/subsidiary customer relations and support accumulation of several subsidiaries' balances to perform centralized billing and credit analysis
102.01.002	Accounts Receivable	Account Creation/Close	Capability to maintain an A/R customers' account on a combined or separate basis for all customer locations
102.01.003	Accounts Receivable	Account Creation/Close	Capability to activate/deactivate Accounts Receivable customers on request
102.01.004	Accounts Receivable	Account Creation/Close	Capability to have a common customer account number for order entry and A/R
102.01.005	Accounts Receivable	Account Creation/Close	Capability to do financial analysis on an account in order to set credit limits
102.01.006	Accounts Receivable	Account Creation/Close	Users must be able to create customers.
102.01.007	Accounts Receivable	Account Creation/Close	Users must have the ability to modify customer information.
102.01.008	Accounts Receivable	Account Creation/Close	Users must have the ability to merge two customers and their corresponding outstanding transactions and history.
102.02.001	Accounts Receivable	Billing/Invoicing	Ability to provide statements electronically
102.02.002	Accounts Receivable	Billing/Invoicing	Capability to generate summary and detailed billings in accordance with customer order criteria
102.02.003	Accounts Receivable	Billing/Invoicing	Capability for the creation of AR record for prepaid billing
102.02.004	Accounts Receivable	Billing/Invoicing	Payment instructions must be printed along with the invoice. These instructions will not be modifiable and will be dependent upon the legal entity.
102.02.005	Accounts Receivable	Billing/Invoicing	When posting a transaction, the recoverable expenses contained on a transaction must 'net' out against revenue.
102.02.006	Accounts Receivable	Billing/Invoicing	When posting a receipt against an invoice, the recoverable expenses booked against expenses when the invoice was booked must be backed out.
102.02.007	Accounts Receivable	Billing/Invoicing	Ability to view accounting transactions generated as a result of invoicing process
102.02.008	Accounts Receivable	Billing/Invoicing	Ability to enforce a controlled sequence of transaction numbers
102.02.009	Accounts Receivable	Billing/Invoicing	Ability to associate sales credits (commissions) with invoices
102.02.010	Accounts Receivable	Billing/Invoicing	Ability to update invoices in appropriate circumstances
102.02.011	Accounts Receivable	Billing/Invoicing	Enter and maintain Invoices with linked Invoicing and Accounting Rules
102.02.012	Accounts Receivable	Billing/Invoicing	Ability to copy/replicate invoices
102.02.013	Accounts Receivable	Billing/Invoicing	Ability to process invoices in batches
102.02.014	Accounts Receivable	Billing/Invoicing	Ability to do consolidated billing invoices
102.03.001	Accounts Receivable	Payments/Posting	Capability to calculate Provision for Bad Debts
102.03.002	Accounts Receivable	Payments/Posting	Ability to reprint/e-fax/email/EDI invoices or statements upon request
102.03.003	Accounts Receivable	Payments/Posting	Capability to automatically compute and charge interest for past due payments
102.03.004	Accounts Receivable	Payments/Posting	Capability to make adjustments to multiple accounts simultaneously
102.03.005	Accounts Receivable	Payments/Posting	Capability to initiate cash posting by entering an Accounts Receivable Customer Number, Policy Number/Reference, Customer name, Partial Customer Name, MICR and EDI identification
102.03.006	Accounts Receivable	Payments/Posting	Ability to apply a single check to multiple open items and multiple accounts
102.03.007	Accounts Receivable	Payments/Posting	Ability to identify source and type of payment e.g. lockbox, location, check, cash, credit card, marketing voucher
102.03.008	Accounts Receivable	Payments/Posting	Ability to accept details of payments by credit or debit card
102.03.009	Accounts Receivable	Payments/Posting	Ability to process cash in advance payments for deposits and prepayments and automatic reconciliation when the invoice is processed
102.03.010	Accounts Receivable	Payments/Posting	Ability to compute early payment discount terms (--, /%, Net) and "flag" accounts that take unearned discounts
102.03.011	Accounts Receivable	Payments/Posting	Ability to record a reason code for a late payment
102.03.012	Accounts Receivable	Payments/Posting	Credit Card – Ability to send electronic details to Banks for payments made with complete reporting and balancing controls
102.03.013	Accounts Receivable	Payments/Posting	Allow Invoices to be paid in Installments without aging the outstanding balance prematurely
102.03.014	Accounts Receivable	Payments/Posting	The ability to apply receipts to open invoices.
102.03.015	Accounts Receivable	Payments/Posting	Send a notification to Relationship Managers when an invoice has been paid
102.03.016	Accounts Receivable	Payments/Posting	Ability to enter standard receipts manually
102.03.017	Accounts Receivable	Payments/Posting	Ability to apply partial payments

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102.03.018	Accounts Receivable	Payments/Posting	Ability to enter miscellaneous receipts manually
102.03.019	Accounts Receivable	Payments/Posting	Ability to manually process receipts in batches
102.03.020	Accounts Receivable	Payments/Posting	Ability to handle receipts in multiple currencies
102.03.021	Accounts Receivable	Payments/Posting	Ability to send automatic remittances to the bank
102.03.022	Accounts Receivable	Payments/Posting	Ability to send receipt to a bank lockbox
102.03.023	Accounts Receivable	Payments/Posting	Ability to import lockbox data into AR
102.03.024	Accounts Receivable	Payments/Posting	Ability to associate bank transmission standards with AR Lockbox transactions
102.03.025	Accounts Receivable	Payments/Posting	Ability to correct transmitted lockbox data as it is interfaced to AR
102.03.026	Accounts Receivable	Payments/Posting	Ability to associate bank remittances with AR receipts
102.03.027	Accounts Receivable	Payments/Posting	Ability to clear receipts following the remittance process
102.03.028	Accounts Receivable	Payments/Posting	Ability to correctly apply receipts against invoices
102.03.029	Accounts Receivable	Payments/Posting	Ability to create adjusting transactions as part of the receipt process
102.03.030	Accounts Receivable	Payments/Posting	Ability to reverse a receipt
102.03.031	Accounts Receivable	Payments/Posting	Ability to reapply a receipt
102.03.032	Accounts Receivable	Payments/Posting	Ability to flag receipts for automatic action
102.03.033	Accounts Receivable	Payments/Posting	Ability to process receipts automatically
102.03.034	Accounts Receivable	Payments/Posting	Ability to manually process receipts in batches
102.03.035	Accounts Receivable	Payments/Posting	Ability to maintain automatic receipt batches
102.03.036	Accounts Receivable	Payments/Posting	Ability to approve automatic receipts
102.03.037	Accounts Receivable	Payments/Posting	Ability to confirm automatic receipts
102.04.001	Accounts Receivable	Inquiries/Disputes/Collections	Capability for system access via Web for internal & external customers
102.04.002	Accounts Receivable	Inquiries/Disputes/Collections	Capability to access all customer and billing information on-line
102.04.003	Accounts Receivable	Inquiries/Disputes/Collections	Capability to search for customer or transaction information based on various criteria i.e. name, address, zip code, invoice number, amount, PO number, telephone number, check number, etc.
102.04.004	Accounts Receivable	Inquiries/Disputes/Collections	Maintain period totals for sales, returns, write-offs, dunning letters and payment activity for customer analysis
102.04.005	Accounts Receivable	Inquiries/Disputes/Collections	Review A/R customer details, receivables and credit status on-line by variable criteria (balance, past due, sales)
102.04.006	Accounts Receivable	Inquiries/Disputes/Collections	Capability to suppress Dunning letters by customer or item on a permanent or temporary basis
102.04.007	Accounts Receivable	Inquiries/Disputes/Collections	Ability to view all credit hold customers.
102.04.008	Accounts Receivable	Inquiries/Disputes/Collections	Capability to separate open receivables by division/branch/sales rep/account handler for collections purposes
102.04.009	Accounts Receivable	Inquiries/Disputes/Collections	Ability to write off a receivable amount at the time of cash application subject to user id limits
102.04.010	Accounts Receivable	Inquiries/Disputes/Collections	Internet Access – Capability for customer access to inquire on account status or invoice details. Ability for customer to enter credit card # and tag invoices to be paid, and leave notes regarding the account
102.04.011	Accounts Receivable	Inquiries/Disputes/Collections	Ability to review AR Customer details, receivables and credit status on line by different credit bureau (e.g. D&B)
102.04.012	Accounts Receivable	Inquiries/Disputes/Collections	Report on debtors that warrant attention based on no sales or no payment for user defined period
102.04.013	Accounts Receivable	Inquiries/Disputes/Collections	Notify Relationship Managers and others if an invoice has exceeded its payment due date
102.04.014	Accounts Receivable	Inquiries/Disputes/Collections	Produce Dunning Letters and Statements
102.04.015	Accounts Receivable	Inquiries/Disputes/Collections	Process Intercompany Receivable Collection
102.04.016	Accounts Receivable	Inquiries/Disputes/Collections	Propose on Uncollectable Balances
102.04.017	Accounts Receivable	Inquiries/Disputes/Collections	Determine Reserve Treatment
102.04.018	Accounts Receivable	Inquiries/Disputes/Collections	Manage Bankrupt Accounts
102.04.019	Accounts Receivable	Inquiries/Disputes/Collections	Initiate Legal Proceedings
102.04.020	Accounts Receivable	Inquiries/Disputes/Collections	Flag customer to indicate legal proceedings
102.04.021	Accounts Receivable	Inquiries/Disputes/Collections	Issue Customer Correspondence
102.04.022	Accounts Receivable	Inquiries/Disputes/Collections	Respond to Customer Correspondence
102.04.023	Accounts Receivable	Inquiries/Disputes/Collections	Research & Resolve Adjustments

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102.04.024	Accounts Receivable	Inquiries/Disputes/Collections	Generate Credit / Debit Memos
102.04.025	Accounts Receivable	Inquiries/Disputes/Collections	Ability to apply credits at both the Invoice and the Invoice Line level
102.04.026	Accounts Receivable	Inquiries/Disputes/Collections	Ability to process chargebacks
102.04.027	Accounts Receivable	Inquiries/Disputes/Collections	Ability to create "on account" credits
102.04.028	Accounts Receivable	Inquiries/Disputes/Collections	Ability to process a refund
102.05.001	Accounts Receivable	Reports & Audits	Capability to generate a user-specified number and type of delinquency notices based on age and amount of debt
102.05.002	Accounts Receivable	Reports & Audits	General Ledger/ Financial Reporting – Ability to automatically post cash receipts, invoices, and credit notes with complete reporting and balancing controls
102.05.003	Accounts Receivable	Reports & Audits	Accounts Payable – Ability to process items selected and authorized for payment (refunds) with complete reporting and balancing controls
102.05.004	Accounts Receivable	Reports & Audits	Lock Box Payments – Capability for receipt of payment details with complete reporting and balancing controls
102.05.005	Accounts Receivable	Reports & Audits	Capability for automated purge of inactive customers after user specified period
102.05.006	Accounts Receivable	Reports & Audits	Capability for automated purge of closed items
102.05.007	Accounts Receivable	Reports & Audits	Capability for automated small balance account write off
102.05.008	Accounts Receivable	Reports & Audits	Capability for automated account write-off based on age of open invoices
102.05.009	Accounts Receivable	Reports & Audits	Capability for automated placement of doubtful accounts with collection agencies based on variable criteria i.e. location, $ amount, customer type
102.05.010	Accounts Receivable	Reports & Audits	Capability for automated mass updating of selected customer accounts e.g., credit analyst, lock box, credit status
102.05.011	Accounts Receivable	Reports & Audits	Capability for automated check application to invoices based on algorithms for account balance, aging category or combination of invoice amount
102.05.012	Accounts Receivable	Reports & Audits	The ability to have on-line or hard copy aging information by customer, legal entity or Relationship Manager
102.05.013	Accounts Receivable	Reports & Audits	Month-to-Date Transaction Summary report must show the month-to-date's transactions as well as the RTS and document sequence numbers.
102.05.014	Accounts Receivable	Reports & Audits	Year-to-Date Transaction Summary report must show the year-to-date's transactions as well as the RTS and document sequence numbers.
102.05.015	Accounts Receivable	Reports & Audits	A transaction register is required to link the various transactional data together in one report.
102.05.016	Accounts Receivable	Reports & Audits	Adjustment Register report must show the adjustments made during a particular period as well as the RTS and document sequence numbers.
102.05.017	Accounts Receivable	Reports & Audits	Receipts Register report must indicate the transaction against which the receipt has been made, the RTS number and the transaction particulars such as date and amount.
102.05.018	Accounts Receivable	Reports & Audits	A detailed breakdown of each transaction by Salesperson (Relationship Manager) is required.
102.05.019	Accounts Receivable	Reports & Audits	The ability to create aging reports with various aging buckets upon demand.
102.05.020	Accounts Receivable	Reports & Audits	DUNS Exception Limit Report

ID	Function	Sub-Function	Requirement
103.01.001	Budgeting	Budget Development	Handle the budget approval process including tracking revisions
103.01.002	Budgeting	Budget Development	Feed from budgeting software
103.01.003	Budgeting	Budget Development	Capability to enter and maintain budgets on-line at the lowest possible level
103.01.004	Budgeting	Budget Development	Capability to create and retain multiple budgets and latest estimates on-line in same year at various levels
103.01.005	Budgeting	Budget Development	Capability for a user-defined option to split budgeted amount to periods, cost centers, branches etc.
103.01.006	Budgeting	Budget Development	Capability to automatically allocate an annual budget over multiple accounting periods based on an equal amount or a specific monthly profile
103.01.007	Budgeting	Budget Development	Capability to automatically generate a budget from previous years/periods actuals or budget, with a user-defined percentage increase or decrease specific to individual account codes
103.01.008	Budgeting	Budget Development	Capability to maintain current year, last year and future year (s) budgets by period
103.01.009	Budgeting	Budget Development	Capability to provide full audit trail of different versions of the budget
103.01.010	Budgeting	Budget Development	Capability to upload budget from a spreadsheet into the GL system
103.01.011	Budgeting	Budget Development	Ability to create and perform what-if scenarios
103.01.012	Budgeting	Budget Development	Ability to drill down from summary to detail line items by Market; also drill down from consolidated company to market
103.01.013	Budgeting	Budget Development	Project and track corporate capital expenditures against budget
103.01.014	Budgeting	Budget Development	Budget by location with roll up (summary) capabilities to total company
103.01.015	Budgeting	Budget Development	Budget centrally with roll down capabilities (allocation of plan by-location)
103.01.016	Budgeting	Budget Development	The ability to approve budgets and the related resources for budgets.
103.02.001	Budgeting	Reporting & Tracking	Support budget to actual comparisons
103.02.002	Budgeting	Reporting & Tracking	Retain multiple budget versions
103.02.003	Budgeting	Reporting & Tracking	Capability to maintain original budget, revised budget and latest forecast by year for each account
103.02.004	Budgeting	Reporting & Tracking	Capability to reconcile different versions of the budget (change control)
103.02.005	Budgeting	Reporting & Tracking	Capability to calculate and maintain actual to budget and actual-to-latest forecast
103.02.006	Budgeting	Reporting & Tracking	Capability to create budgets by company, subsidiary, division/line of business, department, profit, cost or work center and product line
103.02.007	Budgeting	Reporting & Tracking	Capability to generate exception reports for expense overages based on user defined criteria
103.02.008	Budgeting	Reporting & Tracking	Ability to support multiple budgeting concurrently

ID	Function	Sub-Function	Requirement
104.01.001	Cash Tracking	Management	Reconcile multiple bank accounts
104.01.002	Cash Tracking	Management	Provide ability to automatically reconcile payments and receipts against bank statements
104.01.003	Cash Tracking	Management	Provide ability to manually reconcile payments and receipts against bank statements
104.01.004	Cash Tracking	Management	Provide the ability to import electronic bank statements from participating banking entities on a daily basis
104.01.005	Cash Tracking	Management	Provide the ability to enter bank charges as miscellaneous transactions in accounts receivable
104.01.006	Cash Tracking	Management	Provide the ability to forecast cash in order to project cash needs and liquidity position
104.01.007	Cash Tracking	Management	Provide ability to reconcile remittances from accounts receivable
104.01.008	Cash Tracking	Management	Provide the ability to create and post correcting entries to GL through AP and AR
104.01.009	Cash Tracking	Management	Correcting entries must be created and posted to the respective CM and the general ledger.
104.01.010	Cash Tracking	Management	Specify aging buckets based on customer type or credit class and ability to apply cash only indicator to account
104.01.011	Cash Tracking	Management	Accept customer payments in batch or real-time, multiple times per day via and multiple payment methods (lock box, wire transfer, manual cash window, credit card, Internet, direct debit, drop boxes, separate check, collection agent payments, bank draft, EDI, deposits, balancing, batch processes, on-line, advance payments)
104.01.012	Cash Tracking	Management	Report on unapplied cash and provide the ability to optionally include it or exclude in from the calculations
104.01.013	Cash Tracking	Management	Ability to determine if an account is uncollectable and create an AR write off including support for: capturing account status as written off, accounts should remain frozen and not able to be updated or changed once written off with the exception of payment posting, flag receipt of any cash or payment made on a write-off account, accepting file input of cash from a collection agency
104.01.014	Cash Tracking	Management	Provides the ability to view cash deposit information online with the bank
104.01.015	Cash Tracking	Management	Provide real-time recording of customer payments.
104.01.016	Cash Tracking	Management	Provide the ability to accept partial payments.
104.01.017	Cash Tracking	Management	Generate cash flow forecasts for variable periods
104.02.001	Cash Tracking	Reporting	Generate reports detailing items available for reconciliation.
104.02.002	Cash Tracking	Reporting	Maintain cash flow budgets, latest estimate, forecast and actuals by year, account and entity
104.02.003	Cash Tracking	Reporting	Produce reports either on a cash or accrual basis or both
104.02.004	Cash Tracking	Reporting	Generate Bank Reconciliation reports.
104.02.005	Cash Tracking	Reporting	Generate Bank Statement reports.
104.02.006	Cash Tracking	Reporting	Generate Cash Forecast reports.

ID	Function	Sub-Function	Requirement
105.01.001	Commissions	Eligibility & Setup	
105.02.001	Commissions	Payment Processing	
105.03.001	Commissions	Inquiries & Disputes	
105.04.001	Commissions	Reports	

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106.01.001	Consolidation	Capabilities	Ability to specify consolidation hierarchy and level for each company at time of set up and modify on request
106.01.002	Consolidation	Capabilities	Ability to maintain a number of alternate consolidation structures at the same time for statutory and reporting purposes
106.01.003	Consolidation	Capabilities	Ability to update consolidation structures on line following journal entry
106.01.004	Consolidation	Capabilities	Ability to download at consolidation level to an output file for access by other software e.g. Excel
106.01.005	Consolidation	Capabilities	Ability to support mid-year acquisitions within reporting hierarchy from date of acquisition only
106.01.006	Consolidation	Capabilities	Ability to reclassify an entity's relationship and not affect prior consolidated information base
106.01.007	Consolidation	Capabilities	Ability to allow the option to restate consolidation structures or to have alternatives
106.01.008	Consolidation	Capabilities	Ability to consolidate charts of accounts to summary group accounting return number with drill down for inquiry and reporting purposes
106.01.009	Consolidation	Capabilities	Ability to allow the consolidation of companies with unlike year end calendars
106.01.010	Consolidation	Capabilities	Ability to maintain transaction history for consolidation entries and reserves
106.01.011	Consolidation	Capabilities	Ability to calculate consolidated goodwill based on cost of investment and equity
106.01.012	Consolidation	Capabilities	Ability to flag when data complete and available for consolidation through the various levels of the hierarchy
106.01.013	Consolidation	Capabilities	Ability to handle floating debit/credit
106.01.014	Consolidation	Capabilities	Ability for exception reporting of intercompany balances not agreeing on consolidation
106.01.015	Consolidation	Capabilities	Ability to automatically report and eliminate certain balances agreeing on consolidation
106.01.016	Consolidation	Capabilities	Ability to consolidate statistical fields
106.01.017	Consolidation	Capabilities	Ability to maintain exchange rates for consolidation
106.01.018	Consolidation	Capabilities	Ability to consolidate/interface international subsidiary results with domestic and/or international hub operations
106.01.019	Consolidation	Capabilities	Ability to rollup expenses for the same cost center across business units
106.01.020	Consolidation	Capabilities	Define consolidation; set up mapping rules
106.01.021	Consolidation	Capabilities	Update consolidation definition (ex/ add additional balancing segments to the consolidation, update mapping rules).
106.01.022	Consolidation	Capabilities	Update consolidations type (YTD vs. PTD balances).
106.01.023	Consolidation	Capabilities	The business requirement is that Legal Consolidation set of books must reconcile to the relevant Reporting Set of books at the lowest level of detail possible.
106.01.024	Consolidation	Capabilities	The ability to consolidate balances from subsidiary companies into parent company balances.
106.02.001	Consolidation	Reports	Generate consolidated financial reports.
106.02.002	Consolidation	Reports	Generate consolidated management reports.
106.02.003	Consolidation	Reports	Generate consolidated statutory reports.
106.02.004	Consolidation	Reports	Generate quarterly and annual reports for the SEC.
106.02.005	Consolidation	Reports	Generate consolidated P&L's at the Line of Business level
106.02.006	Consolidation	Reports	Generate 'consolidated' P&L s at the Cost Centre level
106.02.007	Consolidation	Reports	Generate intercompany reports detailing the amount of transactions each entity had with every other entity, and the opposing entity's captured intercompany amount.

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ID	Function	Sub-Function	Requirement
107.01.001	Cost Accounting	Capabilities	Multiple cost centers must be available to users to pick when entering a transaction.
107.01.002	Cost Accounting	Capabilities	Ability to charge to project numbers
107.01.003	Cost Accounting	Capabilities	A fully integrated activity- based cost accounting module exists
107.01.004	Cost Accounting	Capabilities	Ability to charge a cost to more than one costing activity (a salary cost is charged to a regional cost center, a program, etc.)
107.01.005	Cost Accounting	Capabilities	Provide flexible account coding to the desired level of cost centers and/or subprojects
107.01.006	Cost Accounting	Capabilities	Provide layers of cost centers that roll up to at least three summary totals with totals by organizational unit.
107.01.007	Cost Accounting	Capabilities	Provide the ability to index cost centers to organizational units with a capability for generic cost centers that cross organizational units.
107.01.008	Cost Accounting	Capabilities	Provide the ability to identify exceptions when an organizational unit charges to another organizational unit's cost center.
107.01.009	Cost Accounting	Capabilities	Ability to provide average daily balance of capitalized costs in order to provide an extract to the relevant group to enable their calculation of the cost to carry assets. These balances must be provided in terms of legal entity, cost center, and account.
107.01.010	Cost Accounting	Capabilities	Ability to charge depreciation expense to multiple cost centers.
107.01.011	Cost Accounting	Capabilities	Ability to build up project costs and report on them over several years
107.01.012	Cost Accounting	Information Capture	Ability to track and distribute overhead costs by multiple criteria.
107.01.013	Cost Accounting	Reports & Analysis	Ability to distribute variances to cost centers at the end of each accounting period.
107.01.014	Cost Accounting	Reports & Analysis	Ability to review variances before distribution.
107.01.015	Cost Accounting	Reports & Analysis	Ability to track variances between estimated and actual overhead costs.
107.01.016	Cost Accounting	Reports & Analysis	Detailed revenue and cost accumulation by cost center, grant and project.

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ID	Function	Sub-Function	Requirement
108.01.001	Expense Reporting	Capabilities	The system should be able to provide lists of expense reports containing a description of each expense. List would be updated as reports are added or deleted.
108.02.001	Expense Reporting	Information Capture	
108.03.001	Expense Reporting	Reports & Analysis	

ID	Function	Sub-Function	Requirement
109.01.001	Financial Planning	Capabilities	Support exception reporting between a bottom-up plan and a top-down or company level plan
109.01.002	Financial Planning	Capabilities	Support reconciliation between a bottom-up plan and top-down or company level plan
109.01.003	Financial Planning	Capabilities	Allow multiple planning timeframes concurrently
109.01.004	Financial Planning	Capabilities	Authorized users to create plans and enter associated data
109.01.005	Financial Planning	Capabilities	Hierarchy level plans must tie to the next higher level
109.01.006	Financial Planning	Capabilities	Allow multiple versions of the plan to be retained prior to final approval
109.01.007	Financial Planning	Capabilities	Planning based on a rolling planning horizon not necessarily linked to fiscal calendar year
109.01.008	Financial Planning	Capabilities	Support multiple levels of approval of a plan, tied to a plan ownership at merchandise hierarchy levels
109.01.009	Financial Planning	Capabilities	Provide an integrated toolset that accesses common data and supports company level planning
109.01.010	Financial Planning	Capabilities	Automatic recalculation of all dependent plan data elements when any variable is changed
109.01.011	Financial Planning	Capabilities	Plan by-location with roll up (summary) capabilities to total company
109.01.012	Financial Planning	Capabilities	Plan centrally with roll down capabilities (allocation of plan by-location)
109.02.001	Financial Planning	Information Capture	
109.03.001	Financial Planning	Reports & Analysis	

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ID	Function	Sub-Function	Requirement
110.01.001	Financial Reporting	Capabilities	Ability to create user-defined inquiry views and/or on-line reports on all transactions or records in real time
110.01.002	Financial Reporting	Capabilities	Ability to support real time, user defined inquires using Boolean and/or wildcard parameters; allow additional "drill down" into inquiry results
110.01.003	Financial Reporting	Capabilities	Ability to create user defined exception reports based on predefined business rules
110.01.004	Financial Reporting	Capabilities	Capability to allow an unlimited number of financial reports for balance sheet, revenue statement, supporting schedule, and other user specific account analysis
110.01.005	Financial Reporting	Capabilities	Capability to provide a minimum of 5 levels of subtotaling
110.01.006	Financial Reporting	Capabilities	Capability to allow the user to specify accounts for inclusion by account number, profit/cost center, range of account numbers (possibly with exceptions)
110.01.007	Financial Reporting	Capabilities	Capability to produce monthly trends of the user specified accounts
110.01.008	Financial Reporting	Capabilities	Capability to produce reports on exceptional value (defined by user) by transactions within certain accounts
110.01.009	Financial Reporting	Capabilities	Capability to allow the user to specify the contents of each column with no restriction i.e., Current month, Current budget, Year to date, Budget to date, Last year to date
110.01.010	Financial Reporting	Capabilities	Capability to provide integration with other spreadsheet packages and reporting tools
110.01.011	Financial Reporting	Capabilities	Capability to allow the user to select extraction criteria and download data to either a database or spreadsheet package
110.01.012	Financial Reporting	Capabilities	Option to run on-line or in batch
110.01.013	Financial Reporting	Capabilities	Ability to build custom hierarchies to rollup different accounts
110.01.014	Financial Reporting	Capabilities	Allow on-line viewing of all reports and delivery by email
110.01.015	Financial Reporting	Capabilities	Account Reconciliation should be performed after all modules have been closed to the General Ledger: AP to GL Reconciliation, AR to GL Reconciliation, FA to GL Reconciliation. Account reconciliation should be automated as much as possible.
110.01.016	Financial Reporting	Capabilities	Provide ability to perform online inquiry on account balances and journal entry transactions for all amount types for different time periods (e.g. period activity vs. ending balances for Month To Date, Quarter To Date, Year To Date, etc.)
110.01.017	Financial Reporting	Capabilities	Provide functionality for real-time query of GL by General Accounting staff only
110.01.018	Financial Reporting	Capabilities	Ability to have on-line inquiry to trace the status of incoming invoices from the source and the outgoing invoices to the marketing affiliates
110.01.019	Financial Reporting	Capabilities	Ability to perform online drill-down from GL balances / transactions to Sub-ledgers
110.01.020	Financial Reporting	Capabilities	Provide ability to drill down to journal entry details from general ledger balances.
110.01.021	Financial Reporting	Capabilities	Ability to drill down to sub-ledger details, from the general ledger, for transactions originating from sub-ledgers (e.g. AP, AR, FA, CM, etc.).
110.01.022	Financial Reporting	Capabilities	Ability to drilldown from summary balances
110.01.023	Financial Reporting	Capabilities	Ability to drill down from financial statement balances to detail accounts
110.01.024	Financial Reporting	Capabilities	Provide ability to allow users to run, schedule, and print their own reports
110.01.025	Financial Reporting	Capabilities	Provide ability to batch related reports for scheduling purposes
110.01.026	Financial Reporting	Capabilities	Provide ability to allow end-users to define new and modify existing financial reports without requiring technical / programming skills. E.g. Balance Sheet and Income Statement
110.01.027	Financial Reporting	Capabilities	Provide business performance reporting (e.g. Key Performance Indicators)
110.01.028	Financial Reporting	Capabilities	Review Reports On-Line
110.01.029	Financial Reporting	Capabilities	Ability to summarize balances based on a rollup hierarchy (e.g. detail departments, which rollup into divisions, which rollup into total company)
110.01.030	Financial Reporting	Capabilities	Capable of Generating Reports based on Selected Groups of Cost Centers and Selected Accounts
110.01.031	Financial Reporting	Capabilities	Capable of Comparing Budgets to Actual on Accounts Level, Accounts Group Level, Cost Center Level, etc.
110.01.032	Financial Reporting	Capabilities	Ability to view financial statements on-line
110.01.033	Financial Reporting	Capabilities	Application must provide the ability to report by: Month, Quarter, Year
110.02.001	Financial Reporting	Data Capture	AP Invoices and Cash Payments must post to the General Ledger (summary or detail)

Accounting and Finance

ID	Function	Sub-Function	Requirement
110.02.002	Financial Reporting	Data Capture	Asset Depreciation must post to the General Ledger at period end from the Assets module
110.02.003	Financial Reporting	Data Capture	Asset Gains/Losses must post to the General Ledger at period end from the Assets module.
110.02.004	Financial Reporting	Data Capture	Assets depreciation must be coded to the correct company, and department
110.02.005	Financial Reporting	Data Capture	When the Assets module is closed, all assets that have been posted to the sub-ledger should be transferred from the clearing accounts to the capitalized account (depreciating account, retirement, transfers, adjustments, additions, CIP rules, proceeds of s
110.02.006	Financial Reporting	Data Capture	AR Invoices (Revenue,) and Cash Receipts must post to the General Ledger (summary or detail).
110.02.007	Financial Reporting	Data Capture	Deferred Revenue from invoices should be captured per the appropriate General Ledger Account when the AR module closes at period end.
110.02.008	Financial Reporting	Data Capture	Capable of Comparing Same Accounts for Different Cost Centers
110.02.009	Financial Reporting	Data Capture	Provide budget center managers with the ability to run and view reports via a web browser
110.02.010	Financial Reporting	Data Capture	Ability to export GL information into different management reporting structure formats
110.03.001	Financial Reporting	Reports & Analysis	Ability to run reconciliation reports to reconcile the GL back to the sub-ledgers (e.g. AP, AR, & FA)
110.03.002	Financial Reporting	Reports & Analysis	Provide Standard General Ledger Reporting : Trial Balance, Account Analysis
110.03.003	Financial Reporting	Reports & Analysis	Ability to support online report distribution, retrieval, and viewing
110.03.004	Financial Reporting	Reports & Analysis	Provide the following standard general accounting critical-to-close reports: Consolidated & Detail Balance Sheets, Consolidated & Detail Income Statements, Transaction & Account Analysis Reports, Journal Entry Listings & Reports, Trial Balance
110.03.005	Financial Reporting	Reports & Analysis	Provide ability to run the balance sheet, income statement, and trial balance reports using different page breaks and filters (e.g. by cost center, by business unit, by company)
110.03.006	Financial Reporting	Reports & Analysis	Provide ability to run the transaction and analysis reports using different run time parameters (e.g. range of account numbers, cost centers, companies, & business units)
110.03.007	Financial Reporting	Reports & Analysis	Ability to perform the following report submission requirements: Group reports into report sets, Schedule individual reports and report sets to run at a later time, and if necessary, re-submit at specified intervals
110.03.008	Financial Reporting	Reports & Analysis	Provide account analysis intelligence to immediately highlight items that are pre-disposed to causing investigation (e.g. out of range values, or inconsistent entries, etc). Install prompts for account analysis activity.
110.03.009	Financial Reporting	Reports & Analysis	Report actual-to-budget variances for significant accounts and cost cen
110.03.010	Financial Reporting	Reports & Analysis	Posted Invoice Summary
110.03.011	Financial Reporting	Reports & Analysis	Posted Payment Register
110.03.012	Financial Reporting	Reports & Analysis	YTD Statistical Summary Report
110.03.013	Financial Reporting	Reports & Analysis	Provide Ad Hoc Management Reports
110.03.014	Financial Reporting	Reports & Analysis	Audit Approver/Invoice Distribution/Invoice/Vendor Maintenance
110.03.015	Financial Reporting	Reports & Analysis	Performance by organization
110.03.016	Financial Reporting	Reports & Analysis	Performance by product or product line (allow a hierarchy)
110.03.017	Financial Reporting	Reports & Analysis	Performance by line of business
110.03.018	Financial Reporting	Reports & Analysis	Performance by partner/affiliate
110.03.019	Financial Reporting	Reports & Analysis	Performance by promotion
110.03.020	Financial Reporting	Reports & Analysis	Performance by region
110.03.021	Financial Reporting	Reports & Analysis	Performance by distribution channel
110.03.022	Financial Reporting	Reports & Analysis	Performance by market segment

Accounting and Finance

ID	Function	Sub-Function	Requirement
111.01.001	Fixed Assets	Capabilities	Supports asset books: GAAP, State Tax, Property Tax, FCC
111.01.002	Fixed Assets	Capabilities	Feed assets from procurement and project costing
111.01.003	Fixed Assets	Capabilities	Track assets by capital expenditure plans.
111.01.004	Fixed Assets	Capabilities	Monthly close/unclose for GAAP and yearly close/unclose for tax
111.01.005	Fixed Assets	Capabilities	Record, calculate, and process acquisitions, disposals, transfers, deprecations, and write-offs of assets
111.01.006	Fixed Assets	Capabilities	Support leased assets accounting
111.01.007	Fixed Assets	Capabilities	Support joint venture asset accounting
111.01.008	Fixed Assets	Capabilities	System validates asset classes, depreciation methods, depreciation conventions, and asset lives.
111.01.009	Fixed Assets	Capabilities	User defined asset groups are available for on-line searches and reporting.
111.01.010	Fixed Assets	Capabilities	Track assets by employee, location, company, project, and type of asset.
111.01.011	Fixed Assets	Capabilities	Display current and prior accumulated depreciation as well as the depreciation for a given period.
111.01.012	Fixed Assets	Capabilities	Provide ability to determine when depreciation begins relative to Date Placed in Service
111.01.013	Fixed Assets	Capabilities	Provide ability to create assets from capital expenditures identified in Accounts Payable
111.01.014	Fixed Assets	Capabilities	Provide ability to enter manual additions
111.01.015	Fixed Assets	Capabilities	Provide ability to track non-depreciating assets
111.01.016	Fixed Assets	Capabilities	Provide ability to track asset warranties
111.01.017	Fixed Assets	Capabilities	Provide the ability to process assets as a result of acquisitions
111.01.018	Fixed Assets	Capabilities	Provide the ability to track the process type for all operations machinery
111.01.019	Fixed Assets	Capabilities	Provide ability to transfer assets between locations and/or cost centers
111.01.020	Fixed Assets	Capabilities	Provide ability to reclassify groups of assets
111.01.021	Fixed Assets	Capabilities	Provide the ability to process inter-company asset transfers
111.01.022	Fixed Assets	Capabilities	Provide ability to define depreciation methods according to business rules
111.01.023	Fixed Assets	Capabilities	Provide ability to calculate depreciation according to Tax Depreciation rules
111.01.024	Fixed Assets	Capabilities	Provide the ability to apply depreciation expense to multiple distribution lines
111.01.025	Fixed Assets	Capabilities	Provide ability to calculate gains and losses on sales of assets
111.01.026	Fixed Assets	Capabilities	Provide ability to partially retire assets
111.01.027	Fixed Assets	Capabilities	Use an unlimited number of depreciation books
111.01.028	Fixed Assets	Capabilities	Create a flexible hierarchy of asset security
111.01.029	Fixed Assets	Capabilities	Tie a depreciation book to a specific responsibility to control access
111.01.030	Fixed Assets	Capabilities	Provide ability to query on-line by asset tracking information
111.01.031	Fixed Assets	Capabilities	Provide ability to generate reports on-line
111.01.032	Fixed Assets	Capabilities	Provide the ability to track Capital Expenditure Requisitions at the asset level for all assets above $25,000
111.01.033	Fixed Assets	Capabilities	Provide the ability to bar code for all assets greater than $5,000 and for all equipment & machinery
111.01.034	Fixed Assets	Capabilities	FA module should offer multiple depreciation methods (i.e. straight-line, 200%, 150%, 125% declining balance).
111.01.035	Fixed Assets	Capabilities	Validate classes, depreciation methods, depreciation conventions, and asset lives.
111.01.036	Fixed Assets	Capabilities	Support multi-company functions such as inter-company transfers of assets and shared assets.
111.01.037	Fixed Assets	Capabilities	Allocates between companies, departments, business units, and projects.
111.01.038	Fixed Assets	Capabilities	Calculates gain/loss on disposition of the asset.
111.01.039	Fixed Assets	Capabilities	Prevent users from capitalizing items having a value below the capitalization minimums mandated in the asset accounting policy.
111.01.040	Fixed Assets	Capabilities	Reclassify automatically for management reporting purposes the cost, reserve and depreciation expense of pooled assets based on attributes (square footage). Reclassification occurs in terms of account, cost center, and legal entity.
111.01.041	Fixed Assets	Capabilities	Ability to select assets and perform mass transfers and retirements in terms of cost center, in-service date, location, category, legal entity, business unit, asset number, and/or natural account.
111.01.042	Fixed Assets	Capabilities	Ability to automatically add new assets to the system without human intervention
111.01.043	Fixed Assets	Capabilities	Ability to perform manual additions of new assets.

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ID	Function	Sub-Function	Requirement
111.01.044	Fixed Assets	Capabilities	Ability to manually alter all asset attributes by using the online data entry forms.
111.01.045	Fixed Assets	Capabilities	Ability to accept and post vendor credit amounts and other cost reductions as reductions in the cost of an asset posted in the past.
111.01.046	Fixed Assets	Capabilities	Ability to process in the current period adjustments having an accounting date in a prior period.
111.01.047	Fixed Assets	Capabilities	Ability to provide insurable values for assets by multiplying asset values by indices. These valuations must be provided in terms of Asset Categories, legal entities, and locations.
111.01.048	Fixed Assets	Capabilities	Ability, at the end of the current period, to automatically close the current period and open the next period.
111.01.049	Fixed Assets	Capabilities	Ability to reconcile FA to G/L using standard reports.
111.01.050	Fixed Assets	Capabilities	Ability to record asset cost, reserve and depreciation expense in terms of legal entity, natural account and cost center.
111.01.051	Fixed Assets	Capabilities	Ability to record assets in terms of Countries, States, Counties, Cities, Buildings and Floors
111.01.052	Fixed Assets	Capabilities	Ability to identify the user who performed any asset transaction
111.01.053	Fixed Assets	Capabilities	Ability to capitalize assets at historic cost (amount paid to obtain, prepare and place an asset in service).
111.01.054	Fixed Assets	Capabilities	Ability to record asset costs, reserves and depreciation expense in the respective firm's functional currencies using GAAP
111.01.055	Fixed Assets	Capabilities	Ability to capture the reason for a retirement's occurrence. ("Donation," "Sale," and "Abandoned.")
111.01.056	Fixed Assets	Capabilities	Allow users to create and execute asset reports that display Categories, Accounting Flexfields (or segments thereof), Depreciation Book, FMR hierarchy elements, Locations, valuations, accounting periods, in-service dates, depreciation methods, transaction types and transaction dates.
111.01.057	Fixed Assets	Capabilities	Ability to report the nature, timing and extent of asset additions.
111.01.058	Fixed Assets	Capabilities	Define the depreciation rules and useful lives necessary to depreciate the organization's assets over its useful life.
111.01.059	Fixed Assets	Capabilities	The ability to define the locations necessary to accurately inventory the whereabouts of all assets.
111.01.060	Fixed Assets	Capabilities	The ability to request the purchase of a fixed asset from a supplier or inventory.
111.01.061	Fixed Assets	Capabilities	The ability to install or place a fixed asset within the organization.
111.01.062	Fixed Assets	Capabilities	The ability to transfer an asset to a new location or expense account within the system.
111.01.063	Fixed Assets	Capabilities	The ability to change the category of an existing asset.
111.01.064	Fixed Assets	Capabilities	The ability to put a CIP or non revenue-generating asset in to service.
111.01.065	Fixed Assets	Capabilities	The ability to change the asset cost or useful life for an existing asset.
111.01.066	Fixed Assets	Capabilities	Create the appropriate financial accounting entries necessary to record the activities of the life cycle of an asset.
111.01.067	Fixed Assets	Capabilities	The ability to calculate future depreciation expense given a static fixed asset mix.
111.01.068	Fixed Assets	Capabilities	The ability to deal with the loss, destruction or theft of a company owned fixed asset.
111.01.069	Fixed Assets	Capabilities	The ability to disposal of company owned fixed assets.
111.01.070	Fixed Assets	Capabilities	The ability to revalue assets based on changes in the organization/business environment.
111.01.071	Fixed Assets	Capabilities	Ability to close FA (depreciate and interface journal entries to G/L for each respective region) in no more than two days.
111.02.001	Fixed Assets	Data Capture	FA module automatically interfaces with AP
111.02.002	Fixed Assets	Data Capture	System should automatically transfer all entry types to general ledger
111.02.003	Fixed Assets	Data Capture	FA module automatically interfaces with GL
111.02.004	Fixed Assets	Data Capture	The ability to analyze Reserves by Entity and Business Unit (FMR hierarchy basis).
111.02.005	Fixed Assets	Data Capture	All Reserve detail has to tie into the General Ledger.
111.02.006	Fixed Assets	Data Capture	Reserves relating to assets and liabilities should be located in the same accounting groups the respective asset category (i.e. noted as a contra assets) such that the total for the asset grouping represents the net total.
111.02.007	Fixed Assets	Data Capture	Ability to maintain the integrity (in the G/L) of data posted from FA. This means that if FA posts values in an account, no other system or user should be able to post or alter the value posted to that account by FA.
111.02.008	Fixed Assets	Data Capture	Ability to trace an asset to the invoices and POs giving rise to its valuation.
111.02.009	Fixed Assets	Data Capture	Ability to upload additions of assets directly to FA
111.03.001	Fixed Assets	Reports & Analysis	Reconciliation Reports
111.03.002	Fixed Assets	Reports & Analysis	Transaction Reports
111.03.003	Fixed Assets	Reports & Analysis	Responsibility Reports

ID	Function	Sub-Function	Requirement
111.03.004	Fixed Assets	Reports & Analysis	Tax Reports
111.03.005	Fixed Assets	Reports & Analysis	Budget Reports
111.03.006	Fixed Assets	Reports & Analysis	Provide the ability to produce inflation adjusted financial statements
111.03.007	Fixed Assets	Reports & Analysis	Provide the ability to produce asset reports by Company, Asset Account, and Locations
111.03.008	Fixed Assets	Reports & Analysis	Provide the ability to produce depreciation forecasts by Cost Center
111.03.009	Fixed Assets	Reports & Analysis	Provide the ability to produce report fully depreciated assets
111.03.010	Fixed Assets	Reports & Analysis	Provide the ability to produce a listing of assets that will be fully depreciated within a specified time period
111.03.011	Fixed Assets	Reports & Analysis	Provide the ability to replace the current reports

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ID	Function	Sub-Function	Requirement
112.01.001	Forecasting	Capabilities	Allow short term forecasting by month/week
112.01.002	Forecasting	Capabilities	Forecast by location with roll up (summary) capabilities to total company
112.01.003	Forecasting	Capabilities	Provide an integrated toolset that accesses common data and supports company level forecasting
112.01.004	Forecasting	Capabilities	Provide visibility into all project details, both planned, actual, and forecasts
112.01.005	Forecasting	Capabilities	Ability to auto adjust the forecast based on a % (+) or %(-) entry
112.01.006	Forecasting	Capabilities	Ability to auto adjust the forecast by a specific amount (+/-)
112.01.007	Forecasting	Capabilities	Flow through features for forecasting to relevant functional areas (field, advertising, store ops, logistics, overhead)
112.01.008	Forecasting	Capabilities	Multiple industry standard forecasting equations for identifying a best-fit model of historical / current data.
112.01.009	Forecasting	Capabilities	Simulated what if to compare alternate scenarios / models by service or group.
112.01.010	Forecasting	Capabilities	Comparison of actuals to forecast.
112.01.011	Forecasting	Capabilities	Tracking of forecast accuracy.
112.01.012	Forecasting	Capabilities	Performance of valid seasonality tests.
112.01.013	Forecasting	Capabilities	Selective roll forward unrealized forecasts into the future.
112.01.014	Forecasting	Capabilities	Adjustment of forecast with data on upcoming promotions, new services, market data.
112.01.015	Forecasting	Capabilities	Inclusion of forecast data from customer.
112.01.016	Forecasting	Capabilities	Allow user-defined time periods
112.01.017	Forecasting	Capabilities	Display historical demand and forecasted amounts for user defined period.
112.01.018	Forecasting	Capabilities	Remote user access to update forecast information.
112.01.019	Forecasting	Capabilities	Remote user access to modify forecast information for future time buckets with an option to block modification of past or near-term future time periods.
112.02.001	Forecasting	Data Capture	Manual data entry
112.02.002	Forecasting	Data Capture	Data import from spreadsheet.
112.02.003	Forecasting	Data Capture	Data import from third-party system.
112.02.004	Forecasting	Data Capture	Mapping / linking of multiple data sources.
112.02.005	Forecasting	Data Capture	Spreadsheet data population from database and other forecasts
112.02.006	Forecasting	Data Capture	Spreadsheet data population from Models and Computations
112.02.007	Forecasting	Data Capture	Interface with data tables and spreadsheets.
112.02.008	Forecasting	Data Capture	Dynamic link to copy data to windows / desktop applications.
112.02.009	Forecasting	Data Capture	Time stamping of data changes by user.
112.02.010	Forecasting	Data Capture	Archival of data.
112.02.011	Forecasting	Data Capture	Automatic filtration on history.
112.02.012	Forecasting	Data Capture	Time, variable time fences (annual, quarter, period, month, week).
112.02.013	Forecasting	Data Capture	Simultaneous use of variable time fences (e.g. weeks for 1st two months, months further out)
112.02.014	Forecasting	Data Capture	Dimension structure drill-down, sort, explosion, and filter.
112.03.001	Forecasting	Reports	Provides performance measuring and reporting.

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ID	Function	Sub-Function	Requirement
113.01.001	General Ledger	Chart Of Accounts	Insert a new category of accounts if needed
113.01.002	General Ledger	Chart Of Accounts	View the chart of accounts on-line
113.01.003	General Ledger	Chart Of Accounts	Print Chart of Accounts Listing
113.01.004	General Ledger	Chart Of Accounts	Supports recording statistics to support allocations and management reporting
113.01.005	General Ledger	Chart Of Accounts	Supports reconciliation back the non-ERP applications
113.01.006	General Ledger	Chart Of Accounts	Define a new company different than an existing company
113.01.007	General Ledger	Chart Of Accounts	Create a corporate hierarchy
113.01.008	General Ledger	Chart Of Accounts	Delete an existing company
113.01.009	General Ledger	Chart Of Accounts	Define accounting units for a company
113.01.010	General Ledger	Chart Of Accounts	Add accounts to an accounting unit
113.01.011	General Ledger	Chart Of Accounts	Copy accounts assigned to an accounting unit to other accounting units
113.01.012	General Ledger	Chart Of Accounts	Mass add accounts to multiple accounting units
113.01.013	General Ledger	Chart Of Accounts	Delete accounts to an accounting unit
113.01.014	General Ledger	Chart Of Accounts	Move an accounting unit to a new location
113.01.015	General Ledger	Chart Of Accounts	Delete a summary accounting unit
113.01.016	General Ledger	Chart Of Accounts	Delete an accounting unit with no activity in the last two years
113.01.017	General Ledger	Chart Of Accounts	Produce an accounting unit listing
113.01.018	General Ledger	Chart Of Accounts	Create an intercompany relationship
113.01.019	General Ledger	Chart Of Accounts	Modify an intercompany relationship
113.01.020	General Ledger	Chart Of Accounts	Delete an intercompany relationship
113.01.021	General Ledger	Chart Of Accounts	Support intercompany processing - ability to track detail transactions on both companies books
113.01.022	General Ledger	Chart Of Accounts	Allow addition of companies as needed
113.01.023	General Ledger	Chart Of Accounts	Allow addition of accounting units
113.01.024	General Ledger	Chart Of Accounts	Allow accounting units to be copied from existing accounting units
113.01.025	General Ledger	Chart Of Accounts	Allow accounting units to be inactivated, therefore keeping its history
113.01.026	General Ledger	Chart Of Accounts	Allow accounting units to be reactivated if needed
113.01.027	General Ledger	Chart Of Accounts	Determine the transaction history for an account
113.01.028	General Ledger	Chart Of Accounts	Define a basic allocation.
113.01.029	General Ledger	Chart Of Accounts	Use an allocation code.
113.01.030	General Ledger	Chart Of Accounts	Allocate from one accounting unit/range of accounts to one accounting unit and one account.
113.01.031	General Ledger	Chart Of Accounts	Allocate from one accounting unit/range of accounts to one accounting unit and a range of accounts.
113.01.032	General Ledger	Chart Of Accounts	Allocate from one accounting unit/range of accounts to multiple accounting units and one account.
113.01.033	General Ledger	Chart Of Accounts	Allocate from one accounting unit/range of accounts to multiple accounting units and a range of accounts.
113.01.034	General Ledger	Chart Of Accounts	Allocate from multiple accounting units and one account to one accounting unit and one account .
113.01.035	General Ledger	Chart Of Accounts	Allocate from multiple accounting units and one account to one accounting unit and a range of accounts .
113.01.036	General Ledger	Chart Of Accounts	Allocate from multiple accounting units and one account to multiple accounting units and one account .
113.01.037	General Ledger	Chart Of Accounts	Allocate from multiple accounting units and one account to multiple accounting units and a range of accounts.
113.01.038	General Ledger	Chart Of Accounts	Allocate from multiple accounting units and a range of accounts to one accounting unit and one account.
113.01.039	General Ledger	Chart Of Accounts	Allocate from multiple accounting units and a range of accounts to one accounting unit and a range of accounts.
113.01.040	General Ledger	Chart Of Accounts	Allocate from multiple accounting units and a range of accounts to multiple accounting units and one account.
113.01.041	General Ledger	Chart Of Accounts	Allocate from multiple accounting units and a range of accounts to multiple accounting units and a range of accounts.
113.01.042	General Ledger	Chart Of Accounts	Ability to define intercompany allocations
113.01.043	General Ledger	Chart Of Accounts	Ability to calculate allocations multiple times per period
113.01.044	General Ledger	Chart Of Accounts	Accommodate Cost Center Re-Organization

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ID	Function	Sub-Function	Requirement
113.01.045	General Ledger	Chart Of Accounts	Ability to identify (record & report actuals) "affiliate" level of detail within the company segment (within the chart of accounts structure)
113.01.046	General Ledger	Chart Of Accounts	Ability to setup multiple levels or elements in chart of accounts to capture information by Brands, Costs Centers, etc.
113.01.047	General Ledger	Chart Of Accounts	Ability to setup "information only" accounts e.g. Bookings, Current Demand, Unshippables, Closeouts @ "A"/Net/Std Cost, Headcount by Cost Center.
113.01.048	General Ledger	Chart Of Accounts	Ability to have more than one period open at a time
113.01.049	General Ledger	Chart Of Accounts	Ability to record (not post) entries in future accounting periods which have not yet been opened
113.01.050	General Ledger	Chart Of Accounts	Ability to open, close, and re-open accounting periods
113.01.051	General Ledger	Chart Of Accounts	Provide ability to define multiple budgets for user-defined organizations
113.01.052	General Ledger	Chart Of Accounts	Provide ability to revise budgets
113.01.053	General Ledger	Chart Of Accounts	Provide ability to transfer budgets to other organizations
113.01.054	General Ledger	Chart Of Accounts	The ability to maintain the general ledger chart of accounts.
113.01.055	General Ledger	Chart Of Accounts	The ability to define the requisite cost and profit centers necessary for the accurate recording of cost information.
113.01.056	General Ledger	Chart Of Accounts	The ability to maintain standard journal entries and descriptions.
113.01.057	General Ledger	Chart Of Accounts	The ability to define and generate recurring journal entries. This does not include the posting of journal entries.
113.01.058	General Ledger	Chart Of Accounts	The ability to import journal entries from the subledgers. This does not include the posting of journal entries.
113.01.059	General Ledger	Chart Of Accounts	The ability to enter journal transactions for posting to the general ledger. This includes manually prepared journal entries.
113.01.060	General Ledger	Chart Of Accounts	The ability to define the open and close periods by date for the general ledger.
113.01.061	General Ledger	Chart Of Accounts	The ability to reconcile all general ledger balance sheet accounts with account detail independent of the general ledger database
113.01.062	General Ledger	Chart Of Accounts	The ability to closing the fiscal annual period.
113.02.001	General Ledger	Transaction Processing-Posting-Accruals	Prepare a standard journal entry
113.02.002	General Ledger	Transaction Processing-Posting-Accruals	Allow alternative roll-ups of accounting units for reporting.
113.02.003	General Ledger	Transaction Processing-Posting-Accruals	Journal entry for a previous period
113.02.004	General Ledger	Transaction Processing-Posting-Accruals	Define a journal entry that is out of balance
113.02.005	General Ledger	Transaction Processing-Posting-Accruals	Release a journal entry
113.02.006	General Ledger	Transaction Processing-Posting-Accruals	Unrelease a journal entry
113.02.007	General Ledger	Transaction Processing-Posting-Accruals	Inquire on a released journal entry
113.02.008	General Ledger	Transaction Processing-Posting-Accruals	Recurring journal entry with auto-zero
113.02.009	General Ledger	Transaction Processing-Posting-Accruals	Create an intercompany journal entry
113.02.010	General Ledger	Transaction Processing-Posting-Accruals	Copy an existing journal entry
113.02.011	General Ledger	Transaction Processing-Posting-Accruals	System automatically numbers journal entries
113.02.012	General Ledger	Transaction Processing-Posting-Accruals	Recurring journal entry with amounts

ID	Function	Sub-Function	Requirement
113.02.013	General Ledger	Transaction Processing-Posting-Accruals	Adjust a posted journal entry
113.02.014	General Ledger	Transaction Processing-Posting-Accruals	Adjust a released journal entry
113.02.015	General Ledger	Transaction Processing-Posting-Accruals	Adjust an unreleased journal entry
113.02.016	General Ledger	Transaction Processing-Posting-Accruals	Use journal copy to adjust a journal entry
113.02.017	General Ledger	Transaction Processing-Posting-Accruals	Reclassify a journal entry to a different account
113.02.018	General Ledger	Transaction Processing-Posting-Accruals	Create journal entries within a spreadsheet and upload the amounts
113.02.019	General Ledger	Transaction Processing-Posting-Accruals	Setup a journal entry to reverse
113.02.020	General Ledger	Transaction Processing-Posting-Accruals	Post journal entries entered from a third party
113.02.021	General Ledger	Transaction Processing-Posting-Accruals	User defined fields posted with journal entries from third party applications
113.02.022	General Ledger	Transaction Processing-Posting-Accruals	Change a journal entry that was created by a third party
113.02.023	General Ledger	Transaction Processing-Posting-Accruals	Reverse a journal entry that was created by a third party
113.02.024	General Ledger	Transaction Processing-Posting-Accruals	Delete a journal entry that was created by a third party
113.02.025	General Ledger	Transaction Processing-Posting-Accruals	Journal entry arrives in GL in released format from a Sub-Ledger
113.02.026	General Ledger	Transaction Processing-Posting-Accruals	Journal entry from a Sub-Ledger was entered incorrectly
113.02.027	General Ledger	Transaction Processing-Posting-Accruals	Journal entry from a Sub-Ledger is unauthorized
113.02.028	General Ledger	Transaction Processing-Posting-Accruals	Post the current period's journal entries
113.02.029	General Ledger	Transaction Processing-Posting-Accruals	Posting to next period when current period is not yet closed
113.02.030	General Ledger	Transaction Processing-Posting-Accruals	Clearing a journal entry before posting
113.02.031	General Ledger	Transaction Processing-Posting-Accruals	Display the detail for a transaction
113.02.032	General Ledger	Transaction Processing-Posting-Accruals	Determine the account balance for a specified account or group of accounts
113.02.033	General Ledger	Transaction Processing-Posting-Accruals	Determine period and year-to-date amounts for accounts
113.02.034	General Ledger	Transaction Processing-Posting-Accruals	Determine balances for a particular accounting unit or group of accounting units

ID	Function	Sub-Function	Requirement
113.02.035	General Ledger	Transaction Processing-Posting-Accruals	Determine year-to-date or period amounts for an accounting unit
113.02.036	General Ledger	Transaction Processing-Posting-Accruals	Transfer Allocation entries to the General Ledger.
113.02.037	General Ledger	Transaction Processing-Posting-Accruals	Ability to transfer (post) an allocation to the General Ledger multiple times per period
113.02.038	General Ledger	Transaction Processing-Posting-Accruals	Ability for the allocation to calculate and post based on net changes to the balance since the last run
113.02.039	General Ledger	Transaction Processing-Posting-Accruals	Load budgets into GL from spreadsheet
113.02.040	General Ledger	Transaction Processing-Posting-Accruals	Eliminate intragroup service/cost of revenue.
113.02.041	General Ledger	Transaction Processing-Posting-Accruals	Eliminate intercompany transactions.
113.02.042	General Ledger	Transaction Processing-Posting-Accruals	Eliminate intradivisional transactions based on regional rollups.
113.02.043	General Ledger	Transaction Processing-Posting-Accruals	Eliminate interests booked on intragroup loans.
113.02.044	General Ledger	Transaction Processing-Posting-Accruals	Eliminate goodwill.
113.02.045	General Ledger	Transaction Processing-Posting-Accruals	Eliminate minority interest.
113.02.046	General Ledger	Transaction Processing-Posting-Accruals	Capture sub-consolidation elimination and adjustment entries in the Corporate Consolidated SOB.
113.02.047	General Ledger	Transaction Processing-Posting-Accruals	Check gain and loss on disposal of fixed assets.
113.02.048	General Ledger	Transaction Processing-Posting-Accruals	Generate consolidated financial reports.
113.02.049	General Ledger	Transaction Processing-Posting-Accruals	Generate consolidated management reports.
113.02.050	General Ledger	Transaction Processing-Posting-Accruals	Generate consolidated statutory reports.
113.02.051	General Ledger	Transaction Processing-Posting-Accruals	Generate quarterly and annual reports for the SEC.
113.02.052	General Ledger	Transaction Processing-Posting-Accruals	Generate consolidated P&Ls at the Line of Business level
113.02.053	General Ledger	Transaction Processing-Posting-Accruals	Generate 'consolidated' P&L s at the Cost Centre level
113.02.054	General Ledger	Transaction Processing-Posting-Accruals	Provide ability to import budgets from spreadsheet
113.02.055	General Ledger	Transaction Processing-Posting-Accruals	Provide ability to generate budget based on user-defined formula
113.02.056	General Ledger	Transaction Processing-Posting-Accruals	Provide ability to copy budgets

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ID	Function	Sub-Function	Requirement
113.02.057	General Ledger	Transaction Processing-Posting-Accruals	Provide ability to create master budgets comprised of detail budgets
113.02.058	General Ledger	Transaction Processing-Posting-Accruals	Ability to run financial reports prior to overhead allocation
113.02.059	General Ledger	Transaction Processing-Posting-Accruals	Ability to handle minority interest
113.02.060	General Ledger	Transaction Processing-Posting-Accruals	Ability to close/unclose
113.02.061	General Ledger	Transaction Processing-Posting-Accruals	Ability to make period 13 entries
113.02.062	General Ledger	Transaction Processing-Posting-Accruals	Ability to create one or multiple charts of accounts for all divisions and companies.
113.02.063	General Ledger	Transaction Processing-Posting-Accruals	Ability to support calendar or fiscal business year accounting
113.02.064	General Ledger	Transaction Processing-Posting-Accruals	Ability to support user-defined accounting periods
113.02.065	General Ledger	Transaction Processing-Posting-Accruals	Ability to define different accounting periods and fiscal years for different organizational entities
113.02.066	General Ledger	Transaction Processing-Posting-Accruals	Provide users with the option for all journal entry transactions within the ledger to be updated on-line or in batch
113.02.067	General Ledger	Transaction Processing-Posting-Accruals	The ability to extract GL data to be exported to other General Ledgers.
113.03.001	General Ledger	Reports & Analysis	Produce a journal edit listing of unreleased, released, posted, or historical journal entries
113.03.002	General Ledger	Reports & Analysis	Run a trial balance for the month
113.03.003	General Ledger	Reports & Analysis	Display transactions that are over a certain dollar amount
113.03.004	General Ledger	Reports & Analysis	Identify the source of a transaction
113.03.005	General Ledger	Reports & Analysis	Inquire on summary account information with the Chart of Accounts
113.03.006	General Ledger	Reports & Analysis	Show current fiscal year and last fiscal year beginning and ending balances
113.03.007	General Ledger	Reports & Analysis	View actual vs. budget amounts
113.03.008	General Ledger	Reports & Analysis	Ability to perform multiple step allocations
113.03.009	General Ledger	Reports & Analysis	Review the Trial Balance
113.03.010	General Ledger	Reports & Analysis	Print the period Balance Sheet
113.03.011	General Ledger	Reports & Analysis	Print the period Income Statement
113.03.012	General Ledger	Reports & Analysis	Close all periods of the previous year with a status of Final
113.03.013	General Ledger	Reports & Analysis	Close period 12 with a status of Limited
113.03.014	General Ledger	Reports & Analysis	Print year-end financial statements

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ID	Function	Sub-Function	Requirement
114.01.001	Handset Inventory	Valuation / Costing	Process Standard Cost Journals
114.01.002	Handset Inventory	Valuation / Costing	Process Standard Cost Adjustments
114.01.003	Handset Inventory	Valuation / Costing	Maintain Costing Parameters
114.01.004	Handset Inventory	Valuation / Costing	Maintain Standard Cost for Existing Items
114.01.005	Handset Inventory	Valuation / Costing	Obtain New Standard Cost by Elements / sub-elements
114.01.006	Handset Inventory	Valuation / Costing	Update Pending Costing
114.01.007	Handset Inventory	Valuation / Costing	Review Impact of Pending Cost Modification
114.01.008	Handset Inventory	Valuation / Costing	Approve Standard Cost
114.01.009	Handset Inventory	Valuation / Costing	Perform Inventory Aging Analysis
114.01.010	Handset Inventory	Valuation / Costing	Create Inventory Reserves
114.01.011	Handset Inventory	Valuation / Costing	Perform Variance Analysis
114.01.012	Handset Inventory	Valuation / Costing	The system should be able to alert any possible handset inventory issues. (Builds or Depletions, Out of Stock Risks, Diverting).

Note: SCM Inventory function contains aditional relevant sub-functions.

Accounting and Finance

ID	Function	Sub-Function	Requirement
115.01.001	Journal Entries	Capabilities	Ability to create and post journal entries on-line or in batch
115.01.002	Journal Entries	Capabilities	Ability to automatically accept and post journal entries from other systems (Accounts Payable, Accounts Receivable, etc.)
115.01.003	Journal Entries	Capabilities	Ability to allow users to upload and post journal entries created through other external systems
115.01.004	Journal Entries	Capabilities	Ability to allow users to decide whether changes will update real-time or in batch
115.01.005	Journal Entries	Capabilities	Ability to require each journal entry to have a unique number
115.01.006	Journal Entries	Capabilities	Ability to identify and attach an operator user-id to each journal entry
115.01.007	Journal Entries	Capabilities	Ability to accept and post only balanced journal entry transactions (debits equal credits) within a company
115.01.008	Journal Entries	Capabilities	Provide full on-line help look up facility for all of the fields within journal data entry, including account numbers and display descriptions for code verification etc.
115.01.009	Journal Entries	Capabilities	Ability to suspend a batch if journal entry transaction is not balanced
115.01.010	Journal Entries	Capabilities	Ability for exception reporting a batch of journal entry transactions that is not balanced
115.01.011	Journal Entries	Capabilities	Ability to enter and maintain statistical information either along with or independently of journal entries
115.01.012	Journal Entries	Capabilities	Ability to create automatic recurring entries that allocate one account balance among several others based ratios
115.01.013	Journal Entries	Capabilities	Ability to create monthly recurring entries with ability to control and override
115.01.014	Journal Entries	Capabilities	Capability for automatic journal entry reversal in a user-specified period number
115.01.015	Journal Entries	Capabilities	Ability to create journal entries for current period, any future periods and prior periods subject to user access limits
115.01.016	Journal Entries	Capabilities	Ability to permit multiple accounting periods to be open at one time
115.01.017	Journal Entries	Capabilities	Ability to allow the creation of templates for standard journals
115.01.018	Journal Entries	Capabilities	Capability to provide error reporting for out of balance journals or journals in error from source systems
115.01.019	Journal Entries	Capabilities	Ability to assign general authorization controls by account code, amount, company, user
115.01.020	Journal Entries	Capabilities	Capability for automatic posting and reversal of commitments, accruals and actual expenditure
115.01.021	Journal Entries	Capabilities	Ability to capture processing date together with effective date of journal entry
115.01.022	Journal Entries	Capabilities	Ability to enter a journal entry without authority for posting it
115.01.023	Journal Entries	Capabilities	Ability to view on-line whether or not a journal is reversing as well as if the transaction line is reversing
115.01.024	Journal Entries	Capabilities	Capability for the auto generation of serial number and batch number for the journal entry
115.01.025	Journal Entries	Capabilities	Ability to produce edit exception reporting for all transactions posted to the GL form other systems
115.01.026	Journal Entries	Capabilities	Capability to generate error reports for any data failing validation
115.01.027	Journal Entries	Capabilities	Ability to post to next year before prior year is closed
115.01.028	Journal Entries	Capabilities	Ability to post adjustments to prior year
115.01.029	Journal Entries	Capabilities	Ability to prevent posting the same journal entry item twice
115.01.030	Journal Entries	Capabilities	Ability to perform unlimited closing cycles
115.01.031	Journal Entries	Capabilities	Ability to keep the previous year open for a user defined number of accounting periods while processing transactions for next year
115.01.032	Journal Entries	Capabilities	Ability to ensure at year-end close that all entries are in balance and that all periods have been closed
115.01.033	Journal Entries	Capabilities	Ability to allow different company entities to close independently (e.g., division)
115.01.034	Journal Entries	Capabilities	Capability to post all GL transaction line items to multiple, user-defined distributions, at any level within the account structure (e.g., across companies, divisions, accounts) in real-time or in batch
115.01.035	Journal Entries	Capabilities	Capability to calculate and maintain current prior and previous year comparative information and variance statistics
115.01.036	Journal Entries	Capabilities	Application must support Intracompany Department Allocations—between indirect departments and direct departments
115.01.037	Journal Entries	Capabilities	Provide ability to define recurring journal entries (Templates and Amounts)
115.01.038	Journal Entries	Capabilities	Provide ability to manually reverse journal entries
115.01.039	Journal Entries	Capabilities	Provide ability to select journals for reversal and automatically generate all reversing entries
115.01.040	Journal Entries	Capabilities	Provide ability to classify journals by Source and Type
115.01.041	Journal Entries	Capabilities	Provide ability to manually select journals for posting
115.01.042	Journal Entries	Capabilities	Provide ability to automatically post journals from sub-ledgers
115.01.043	Journal Entries	Capabilities	Provide ability to schedule and automate month-end journal processing

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ID	Function	Sub-Function	Requirement
115.01.044	Journal Entries	Capabilities	Ability to modify recurring journal definitions without redefining the template from scratch
115.01.045	Journal Entries	Capabilities	Provide functionality to delete, reverse or edit journal entries before posting.
115.01.046	Journal Entries	Capabilities	Provide functionality for documentation associated with the journal entry to be accessible when researching the journal entry data
115.01.047	Journal Entries	Capabilities	Allow for the copying of standard journal entry format when creating multitudes of standard journal entries
115.01.048	Journal Entries	Capabilities	Application must support recurring entries (skelton, formula, and allocating)
115.01.049	Journal Entries	Capabilities	Manual Journal entries should be sequential with no override capability
115.01.050	Journal Entries	Capabilities	Ability to record prior-period adjustment journals
115.01.051	Journal Entries	Capabilities	Ability to perform consolidation, elimination, and year-end retained earnings journal entries
115.01.052	Journal Entries	Capabilities	Provide the ability to create journal entries on- line that are either posted immediately or placed in batch for review until released through on- line approval.
115.01.053	Journal Entries	Capabilities	Provide the ability to define percentage or dollar allocations for distributing amounts to multiple accounts.
115.01.054	Journal Entries	Capabilities	Provide an audit trail to see who and why a journal entry is unposted.
115.01.055	Journal Entries	Capabilities	Prevent posted journal entries from being voided.
115.01.056	Journal Entries	Capabilities	Provide the ability to automatically generate recurring internal billing entries with an end date or end amount.
115.01.057	Journal Entries	Capabilities	Provide the ability to create entries to reflect labor distribution across departments.
115.01.058	Journal Entries	Capabilities	Provide the ability to report the quantities and amounts of charges at multiple organization levels for user defined time frames.
115.01.059	Journal Entries	Capabilities	Provide the ability to automatically generate charge back rates based on amounts of service assigned to a department multiplied by a markup percentage or amount.
115.01.060	Journal Entries	Capabilities	Provide automatic validation of account codes entered into the General Ledger system.
115.01.061	Journal Entries	Capabilities	Provide the ability to perform a GL pre and post review, validation, edit and balancing of journal entries.
115.01.062	Journal Entries	Capabilities	Provide the ability to set up automatic recurring journal entries with a fixed or variable dollar amount.
115.01.063	Journal Entries	Capabilities	Provide the ability to automatically post recurring journal entries, reversing and offsetting entries.
115.01.064	Journal Entries	Capabilities	Provide the ability to edit recurring journal entries prior to posting.
115.01.065	Journal Entries	Capabilities	Provide the ability to accept journal entries and offsetting entries from external applications.
115.01.066	Journal Entries	Capabilities	Provide the ability to provide for "on demand" journal entries posting.
115.01.067	Journal Entries	Capabilities	Provide the ability to post to past, current and future periods and years.
115.01.068	Journal Entries	Capabilities	Provide the ability to keep prior month or fiscal year open while posting new transactions to the current month or fiscal year.
115.01.069	Journal Entries	Capabilities	Provide the ability to perform automatic closing entries (e. g., revenues and expenditures closed to fund balance at the end of the accounting period and at year- end).
115.01.070	Journal Entries	Capabilities	Provide the ability to summarize transactions for any account number and organization level.
115.02.001	Journal Entries	Transactions	Ability to accept interface feeds from integrated modules (e.g. Accounts Receivable, Accounts Payable, and Fixed Assets)
115.02.002	Journal Entries	Transactions	Ability to accept interface feeds from non-integrated data sources (e.g. outsourced payroll files, etc.)
115.02.003	Journal Entries	Transactions	Import Transactions from legacy systems
115.02.004	Journal Entries	Transactions	Import invoice sales detail from Sales System
115.02.005	Journal Entries	Transactions	Import Transactions from Payroll / Autopay System
115.02.006	Journal Entries	Transactions	Import Bank Statement Transactions for Bank Reconciliation.
115.02.007	Journal Entries	Transactions	Export Payment Transactions to Bank Transfer System
115.02.008	Journal Entries	Transactions	Allow inter-company entries to be settled without human intervention, therefore supporting the concept that if an invoice needs to be generated, then payment or settlement is already assured
115.02.009	Journal Entries	Transactions	Calculate Unrealized Gains or Losses
115.02.010	Journal Entries	Transactions	Provide an interface from internal billing to budgets so that internal billing amounts can be used in budget projections and creation.
115.02.011	Journal Entries	Transactions	Provide the ability to limit access to internal billing information based on the user defined parameters.
115.02.012	Journal Entries	Transactions	Provide the ability to perform sub- system transactions with automatic postings to the GL detail and control accounts by organizational unit.
115.02.013	Journal Entries	Transactions	Provide the ability for online interfund transfers with online approval and produce an audit trail detailing transfers.

ID	Function	Sub-Function	Requirement
115.02.014	Journal Entries	Transactions	Provide the ability for online "due to," "due from," and "interfund transfer" transactions without manual journal entries.
115.03.001	Journal Entries	Reports & Analysis	Process Recurring Journals
115.03.002	Journal Entry	Reports & Analysis	Process Reversing Journals
115.03.003	Journal Entry	Reports & Analysis	Process Allocation Journals
115.03.004	Journal Entry	Reports & Analysis	Process manual journals
115.03.005	Journal Entry	Reports & Analysis	Process Automatic Journals
115.03.006	Journal Entry	Reports & Analysis	Generate daily/weekly/monthly/quarterly JE report
115.03.007	Journal Entry	Reports & Analysis	Generate daily/weekly/monthly/quarterly JE exception report based on pre-existing rules

ID	Function	Sub-Function	Requirement
116.01.001	Project Accounting	Project Setup	Project, sub project, activity, and two levels of resources make up the required level of detail (including commitments tracking)
116.01.002	Project Accounting	Project Setup	Ability to handle Indirect, Capital and Contract Projects
116.01.003	Project Accounting	Project Setup	Ability to create projects using templates
116.01.004	Project Accounting	Project Setup	Ability to classify projects
116.01.005	Project Accounting	Project Setup	Projects should be set up with a status of Verbal or Signed Contract for Contract projects and Pending Captial or Approved Capital for Capital projects. Need the ability to modify project/task options, define assets capture and bill transactions
116.01.006	Project Accounting	Project Setup	Need the ability to review project upon setup by finance and operations personnel for accuracy and completeness
116.01.007	Project Accounting	Project Setup	Need the ability to set up and approve cost budgets by project, task and time phased by PA period if warranted for contract and capital projects
116.01.008	Project Accounting	Project Setup	Need ability to modify budgets for scope changes and maintain audit trail and use revised budget for reporting purposes
116.01.009	Project Accounting	Project Setup	Send a new project notification
116.01.010	Project Accounting	Project Setup	Define a new project
116.01.011	Project Accounting	Project Setup	Approve Project
116.01.012	Project Accounting	Project Setup	Assign Resources to Projects and Tasks
116.01.013	Project Accounting	Project Setup	Ability to automatically generate project numbers
116.01.014	Project Accounting	Project Setup	Support borrowing of employees between work groups and reporting across work groups and state lines
116.01.015	Project Accounting	Project Setup	Support partial day loan of employees between work groups and across state lines
116.01.016	Project Accounting	Project Setup	Establish Time Reporting Codes and Work groups
116.02.001	Project Accounting	Allocations/Transactions	Real time or ad-hoc update of procurement transactions with project costing
116.02.002	Project Accounting	Allocations/Transactions	Expense projects and capital projects are tracked
116.02.003	Project Accounting	Allocations/Transactions	Allow use of labor or burden rates to cost hours
116.02.004	Project Accounting	Allocations/Transactions	Ability to allocate costs to projects
116.02.005	Project Accounting	Allocations/Transactions	Ability to limit what can be charged to a task within a project
116.02.006	Project Accounting	Allocations/Transactions	Capital Labor costs to be costed using a standard rate by job title
116.02.007	Project Accounting	Allocations/Transactions	Ability to send capital items to multiple projects
116.02.008	Project Accounting	Allocations/Transactions	Ability to track expenses and revenue by Period to day, quarter to date, year to date and inception to date
116.02.009	Project Accounting	Allocations/Transactions	Ability to transfer transactions between projects and tasks and feed adjusting journal entries
116.02.010	Project Accounting	Allocations/Transactions	Ability to track commited expenses against projects
116.02.011	Project Accounting	Allocations/Transactions	View outstanding PO's on projects
116.02.012	Project Accounting	Allocations/Transactions	Need to track labor by task and sub-task
116.02.013	Project Accounting	Allocations/Transactions	Track time and expenses for billable and non-billable transactions
116.02.014	Project Accounting	Allocations/Transactions	Ability to enter hours directly into projects for business and IT projects
116.02.015	Project Accounting	Allocations/Transactions	Revenue is generated based on T&M agreements, and Fixed Price agreements (billable projects)
116.02.016	Project Accounting	Allocations/Transactions	Time will be recorded to projects as labor expenditures.
116.02.017	Project Accounting	Allocations/Transactions	Employee Expense reports that are project related must be recorded to a project .
116.02.018	Project Accounting	Allocations/Transactions	Ability to track project budget by plan and forecast
116.02.019	Project Accounting	Allocations/Transactions	Ability to revise project forecast
116.02.020	Project Accounting	Allocations/Transactions	Ability to track multiple cost and revenue budgets
116.02.021	Project Accounting	Allocations/Transactions	As part of the project closeout process the project is reconciled to other supporting systems. This reconciliation is intended to identify the following: outstanding PO commitments, outstanding A/P invoices, unprocessed A/P invoices
116.02.022	Project Accounting	Allocations/Transactions	When a project has been completely reconciled and no outstanding issues exist, then the project can be formerly closed.
116.02.023	Project Accounting	Allocations/Transactions	Need ability to report on project summary amounts for actual revenue, costs, budgets, etc on a monthly basis
116.02.024	Project Accounting	Allocations/Transactions	Allow for deletion of projects and all related tasks if no transactions exist.

ID	Function	Sub-Function	Requirement
116.02.025	Project Accounting	Allocations/Transactions	Interface Accounting Transactions to General Ledger
116.02.026	Project Accounting	Allocations/Transactions	Must be able to derive the revenue account for billable projects.
116.02.027	Project Accounting	Allocations/Transactions	Incur project expense report expenses and record those expenditures in the project information system.
116.02.028	Project Accounting	Allocations/Transactions	Incur project requisition or project PO expenses and recording those expenditures in the project information system.
116.02.029	Project Accounting	Allocations/Transactions	Incur project supplier invoice expenses and record those expenditures in the project information system.
116.02.030	Project Accounting	Allocations/Transactions	Incur project capital asset expenses and record those expenditures in the project information system.
116.02.031	Project Accounting	Allocations/Transactions	Process project expenditures and distributing project costs against the individual projects in the project information system.
116.02.032	Project Accounting	Allocations/Transactions	Create financial transactions and interface those transactions to the respective financial applications in the project information system.
116.02.033	Project Accounting	Allocations/Transactions	Adjust expenditures, reclassify erroneous entries, modify burden rates, etc.
116.02.034	Project Accounting	Allocations/Transactions	Provide total to completion vs. budget reports
116.02.035	Project Accounting	Allocations/Transactions	Supports integration to project scheduling tool
116.02.036	Project Accounting	Allocations/Transactions	Integrate with Payroll Applications, and Financials.
116.02.037	Project Accounting	Allocations/Transactions	Collect time
116.03.001	Project Accounting	Reports & Analysis	Project Manager or designee can query project system to determine the status of the project
116.03.002	Project Accounting	Reports & Analysis	Report individual or aggregate project status commitment vs. budget, and spending vs. commitments
116.03.003	Project Accounting	Reports & Analysis	Issue variance when a task within a project with a budget has reached costs equaling 105% of the budgeted amount for that task
116.03.004	Project Accounting	Reports & Analysis	Ability to track variance between actuals, commits, and forecast
116.03.005	Project Accounting	Reports & Analysis	Report by variance in dollars and percentage
116.03.006	Project Accounting	Reports & Analysis	Project data such as revenue, expenditures, hours, etc should be summarized periodically during the month and at month end to support the month end financial close
116.03.007	Project Accounting	Reports & Analysis	User validates results by comparison between projects, between time periods, between departments
116.03.008	Project Accounting	Reports & Analysis	Support clock hour, elapsed time, project / labor, and dollar reporting.

ID	Function	Sub-Function	Requirement
117.01.001	Revenue Management	Capabilities	
117.02.001	Revenue Management	Reports & Analysis	

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ID	Function	Sub-Function
118.01.001	T&E Processing	Employee Setup
118.01.002	T&E Processing	Employee Setup
118.01.003	T&E Processing	Employee Setup
118.01.004	T&E Processing	Employee Setup
118.01.005	T&E Processing	Employee Setup
118.01.006	T&E Processing	Employee Setup
118.02.001	T&E Processing	Expense Processing
118.02.002	T&E Processing	Expense Processing
118.02.003	T&E Processing	Expense Processing
118.02.004	T&E Processing	Expense Processing
118.02.005	T&E Processing	Expense Processing
118.02.006	T&E Processing	Expense Processing
118.02.007	T&E Processing	Expense Processing
118.02.008	T&E Processing	Expense Processing
118.03.001	T&E Processing	Reporting

Requirement
Set & Maintain Travel Expense Policies & Procedures
Manage Expense Policies & Employee Profiles
The ability to assign expenditure limits by employee
The ability to record and maintain employee enrollment data
The ability to verify an employee's banking information prior to the initial direct deposit
Obtain corporate credit cards for employees that will be submitting expense reports
Submit Expense Claims
Submit Hardcopy Receipts
Process Expense Claims
Authorization of employee expense claims by management.
Match invoices to actual expense and report exceptions to management
Track expenses against corporate credit cards
Provide credit card invoices to employees and to their managers
Forward amounts due to A/P to authorize payment to credit card company
Issue Expense Variance report

ID	Function	Sub-Function	Requirement
119.01.001	Asset Management	Capitalization, Expensing, and Depreciation	Enter/update corporate asset books with default financial information.
119.01.002	Asset Management	Capitalization, Expensing, and Depreciation	Enter/update tax books with default financial information.
119.01.003	Asset Management	Capitalization, Expensing, and Depreciation	Enter/update asset categories with default financial information.
119.01.004	Asset Management	Capitalization, Expensing, and Depreciation	Specify accounting rules for automatically built account code combinations.
119.01.005	Asset Management	Capitalization, Expensing, and Depreciation	Enter/update available depreciation methods.
119.01.006	Asset Management	Capitalization, Expensing, and Depreciation	Enter/update available asset lives.
119.01.007	Asset Management	Capitalization, Expensing, and Depreciation	Enter/update asset depreciation calendars.
119.01.008	Asset Management	Capitalization, Expensing, and Depreciation	Enter/update asset groups to maintain common financial information for several assets.
119.01.009	Asset Management	Capitalization, Expensing, and Depreciation	Enter/update asset hierarchies to enable mass processing for 'families' of assets.
119.01.010	Asset Management	Capitalization, Expensing, and Depreciation	Enter depreciation expense account
119.01.011	Asset Management	Capitalization, Expensing, and Depreciation	Capitalise asset
119.01.012	Asset Management	Capitalization, Expensing, and Depreciation	Capitalise asset on completion of project
119.01.013	Asset Management	Capitalization, Expensing, and Depreciation	Reclassify assets by changing their associated asset category.
119.01.014	Asset Management	Capitalization, Expensing, and Depreciation	Adjust the depreciation expense account associated with an asset.
119.01.015	Asset Management	Capitalization, Expensing, and Depreciation	Adjust the life assigned to an asset.

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ID	Function	Sub-Function	Requirement
119.01.016	Asset Management	Capitalization, Expensing, and Depreciation	Adjust the depreciation method assigned to an asset.
119.01.017	Asset Management	Capitalization, Expensing, and Depreciation	Adjust the cost of the asset.
119.01.018	Asset Management	Capitalization, Expensing, and Depreciation	Re-value assets to reflect inflation/deflation.
119.01.019	Asset Management	Capitalization, Expensing, and Depreciation	Adjust an entire group of assets at once. Adjust asset life, prorate convention, and depreciation method.
119.01.020	Asset Management	Capitalization, Expensing, and Depreciation	Transfer expenditure source lines between assets.
119.01.021	Asset Management	Capitalization, Expensing, and Depreciation	Determine the projected amount of depreciation.
119.01.022	Asset Management	Capitalization, Expensing, and Depreciation	Depreciate capital assets in corporate depreciation book.
119.01.023	Asset Management	Capitalization, Expensing, and Depreciation	Depreciate common financial information for asset groupings.
119.01.024	Asset Management	Capitalization, Expensing, and Depreciation	Depreciate assets returned to warehouse from operational site.
119.01.025	Asset Management	Capitalization, Expensing, and Depreciation	Depreciate assets returned to supplier from operational site.
119.01.026	Asset Management	Capitalization, Expensing, and Depreciation	Create journal entries for depreciation.
119.01.027	Asset Management	Capitalization, Expensing, and Depreciation	Create journal entries for asset addition.
119.01.028	Asset Management	Capitalization, Expensing, and Depreciation	Create journal entries for adjustments
119.01.029	Asset Management	Capitalization, Expensing, and Depreciation	Create journal entries for transfers
119.01.030	Asset Management	Capitalization, Expensing, and Depreciation	Create/maintain tax book. Specify financial defaults associated with global GAAP.

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ID	Function	Sub-Function	Requirement
119.01.031	Asset Management	Capitalization, Expensing, and Depreciation	Create/maintain categories for use with tax book. Specify depreciation defaults in accordance with global GAAP.
119.01.032	Asset Management	Capitalization, Expensing, and Depreciation	Copy assets into tax book from corporate book.
119.01.033	Asset Management	Capitalization, Expensing, and Depreciation	Modify default financial information where required for each asset in tax book.
119.01.034	Asset Management	Capitalization, Expensing, and Depreciation	Perform depreciation on tax book.
119.01.035	Asset Management	Capitalization, Expensing, and Depreciation	Define Personal Property Tax Books
119.01.036	Asset Management	Capitalization, Expensing, and Depreciation	Define MACRS Tax Books
119.01.037	Asset Management	Capitalization, Expensing, and Depreciation	Ability to define twelve or thirteen periods for depreciation
119.01.038	Asset Management	Capitalization, Expensing, and Depreciation	Ability to define historical and future periods
119.01.039	Asset Management	Capitalization, Expensing, and Depreciation	Define lives in monthly intervals for each book for each asset
119.01.040	Asset Management	Capitalization, Expensing, and Depreciation	Add an asset by using an Asset Template
119.01.041	Asset Management	Capitalization, Expensing, and Depreciation	Add an asset by interfacing it from the Project Accounting module
119.01.042	Asset Management	Capitalization, Expensing, and Depreciation	Add an asset by interfacing it from the Accounts Payable module
119.01.043	Asset Management	Capitalization, Expensing, and Depreciation	Capture accumulated depreciation
119.01.044	Asset Management	Capitalization, Expensing, and Depreciation	Add the asset to multiple books
119.01.045	Asset Management	Capitalization, Expensing, and Depreciation	Define asset status (i.e., budgeted, WIP, Requisitioned, Received, In Service, Mothballed, etc.)

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ID	Function	Sub-Function	Requirement
119.01.046	Asset Management	Capitalization, Expensing, and Depreciation	Assign an asset acquisition code (i.e., leased, donated, constructed, purchased, or transferred) to an asset
119.01.047	Asset Management	Capitalization, Expensing, and Depreciation	Assign an asset as depreciable or non-depreciable
119.01.048	Asset Management	Capitalization, Expensing, and Depreciation	Assign one component of an asset as the "parent" and tie the rest of the components to it "children" - kiting (i.e., a computer where the CPU is the parent and the monitor and keyboard are "children")
119.01.049	Asset Management	Capitalization, Expensing, and Depreciation	Change asset salvage value
119.01.050	Asset Management	Capitalization, Expensing, and Depreciation	Change asset's estimated useful life
119.01.051	Asset Management	Capitalization, Expensing, and Depreciation	Change a non capital asset to depreciable
119.01.052	Asset Management	Capitalization, Expensing, and Depreciation	Add new costs to an asset (i.e., charges for major repairs and overhauls)
119.01.053	Asset Management	Capitalization, Expensing, and Depreciation	Change asset status
119.01.054	Asset Management	Capitalization, Expensing, and Depreciation	Transfer costs from one asset to another
119.01.055	Asset Management	Capitalization, Expensing, and Depreciation	Straight line depreciation
119.01.056	Asset Management	Capitalization, Expensing, and Depreciation	Other common depreciation methods (sum of the years digits, double declining balance, etc.)
119.01.057	Asset Management	Capitalization, Expensing, and Depreciation	Create user defined depreciation method
119.01.058	Asset Management	Capitalization, Expensing, and Depreciation	Calculate the depreciation for the current period
119.01.059	Asset Management	Capitalization, Expensing, and Depreciation	View asset scheduled depreciation over its depreciable life
119.01.060	Asset Management	Capitalization, Expensing, and Depreciation	Ability to group assets into one asset and depreciate the asset as a whole

ID	Function	Sub-Function	Requirement
119.01.061	Asset Management	Capitalization, Expensing, and Depreciation	View scheduled asset depreciation for a specific period
119.01.062	Asset Management	Capitalization, Expensing, and Depreciation	Asset is deemed "under depreciated" and an adjustment is needed to catch up depreciation in the current period
119.01.063	Asset Management	Capitalization, Expensing, and Depreciation	Asset is deemed "under depreciated" and the catch up depreciation needs to be expensed over the remaining life
119.01.064	Asset Management	Capitalization, Expensing, and Depreciation	Depreciation needs to be manually adjusted for the period
119.01.065	Asset Management	Capitalization, Expensing, and Depreciation	Change depreciation method
119.01.066	Asset Management	Capitalization, Expensing, and Depreciation	View the effect a change in depreciation method will have on depreciation
119.01.067	Asset Management	Capitalization, Expensing, and Depreciation	View the effect a change in asset life will have on depreciation
119.01.068	Asset Management	Capitalization, Expensing, and Depreciation	View Life-To-Date (LTD) depreciation amount of an asset
119.01.069	Asset Management	Capitalization, Expensing, and Depreciation	View Year-To-Date (YTD) depreciation amount of an asset
119.01.070	Asset Management	Capitalization, Expensing, and Depreciation	View depreciation expense for each asset and book by period
119.01.071	Asset Management	Capitalization, Expensing, and Depreciation	View the lives and remaining lives of a depreciating asset
119.01.072	Asset Management	Capitalization, Expensing, and Depreciation	View the effect a change in salvage value will have on depreciation
119.01.073	Asset Management	Capitalization, Expensing, and Depreciation	View the effect of a change in depreciation convention
119.01.074	Asset Management	Capitalization, Expensing, and Depreciation	Make adjustments in a previously closed accounting period
119.01.075	Asset Management	Capitalization, Expensing, and Depreciation	Determine current book value of an asset

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ID	Function	Sub-Function	Requirement
119.01.076	Asset Management	Capitalization, Expensing, and Depreciation	Determine remaining life of an asset
119.01.077	Asset Management	Capitalization, Expensing, and Depreciation	View all fully depreciated assets
119.01.078	Asset Management	Capitalization, Expensing, and Depreciation	View periodic leasing costs for leased assets to provide cash flow information
119.01.079	Asset Management	Capitalization, Expensing, and Depreciation	Have the ability to tag an asset as depreciated or non- depreciated.
119.01.080	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to define the start date of depreciation.
119.01.081	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to re- value and adjust useful life of an asset due to enhancements or additions.
119.01.082	Asset Management	Capitalization, Expensing, and Depreciation	Ability to calculate depreciation based on original cost not current value when change are made to asset.
119.01.083	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to calculate and project depreciation on a monthly, quarterly and fiscal year basis.
119.01.084	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to designate which assets are to be depreciated and which assets have a usage charge in perpetuity (e. g., two percent use allowance).
119.01.085	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to flag a fixed asset with value or life that is less than the user defined limits (e. g., tracking expensed assets).
119.01.086	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to define multiple fixed asset limits (e. g., amount or life of asset).
119.01.087	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to calculate replacement value based upon user- defined criteria.
119.01.088	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to accommodate changes in accounting principles (e. g., Change in depreciation type, value limit changes for assets, GASB changes).
119.01.089	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to track the capitalized and expensed components of an asset.
119.01.090	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to track assets that are donated/ contributed. This shall include information on acquisition method, how the asset was donated/ contributed and name of the contributor (e. g., gift, donation, purchased by outside entity for city use).

ID	Function	Sub-Function	Requirement
119.01.091	Asset Management	Capitalization, Expensing, and Depreciation	Provide the ability to track restrictive covenant information for assets that are bond funded by outside entities. (e. g., name of entity, funding source, lien holder, partial or co- ownership information, informational instructions/ restrictions for sale or transfer of asset).
119.02.001	Asset Management	Retirement and Disposal	Enter/update prorate and retirement conventions.
119.02.002	Asset Management	Retirement and Disposal	Create journal entries for asset retirement.
119.02.003	Asset Management	Retirement and Disposal	Create journal entries for gains and losses on the disposal of an asset.
119.02.004	Asset Management	Retirement and Disposal	Provide the ability to calculate gain or loss on sub- fixed assets and shall calculate salvage value on both parent fixed assets and sub- fixed assets.
119.02.005	Asset Management	Retirement and Disposal	Retire assets that are obsolete, sold, stolen or lost.
119.02.006	Asset Management	Retirement and Disposal	Retire groups of related assets.
119.02.007	Asset Management	Retirement and Disposal	Record the reason for asset retirement
119.02.008	Asset Management	Retirement and Disposal	Retire components of asset cost.
119.02.009	Asset Management	Retirement and Disposal	Define types of disposal property
119.02.010	Asset Management	Retirement and Disposal	Capture salvage value
119.02.011	Asset Management	Retirement and Disposal	Fully retire an asset and reflect a gain/loss
119.02.012	Asset Management	Retirement and Disposal	Compute gain or loss on full retirement of an asset
119.02.013	Asset Management	Retirement and Disposal	Partially retire an asset by cost
119.02.014	Asset Management	Retirement and Disposal	Partially retire an asset by quantity
119.02.015	Asset Management	Retirement and Disposal	Associate disposal codes with a retirement
119.02.016	Asset Management	Retirement and Disposal	Maintain text field for related retirement information
119.02.017	Asset Management	Retirement and Disposal	Collect cash proceeds related to a disposal
119.02.018	Asset Management	Retirement and Disposal	Track selling expenses related to a disposal
119.02.019	Asset Management	Retirement and Disposal	Provide the ability to re- activate assets placed back in service.
119.02.020	Asset Management	Retirement and Disposal	Provide the ability to request de- activation of assets with user- defined reason codes such as lost, stolen, sold, retired, donated or transferred to holding area awaiting disposition report.
119.02.021	Asset Management	Retirement and Disposal	Provide the ability to indicate that a fixed asset has been disposed of, salvaged, sold, transferred or deleted.

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ID	Function	Sub-Function	Requirement
119.02.022	Asset Management	Retirement and Disposal	Provide the ability to track the disposal of assets with user- defined reason codes.
119.02.023	Asset Management	Retirement and Disposal	Provide the ability to request the disposal of assets online with appropriate electronic approval paths and signature.
119.02.024	Asset Management	Retirement and Disposal	Support transfers, repairs, and retirements that do not affect the cost basis of the asset from an external operational tracking system

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